

San Mateo County Mosquito and Vector Control District



Employee Manual

**1351 Rollins Road
Burlingame, CA 94010
650-344-8592
www.smcmvcd.org**

Updated January 2023



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
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phone (650) 344-8592
fax (650) 344-3843

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TITLE: **AUTHORITY**

NUMBER: **1000**

1000.10 This Employee Manual is adopted pursuant to California Health and Safety Code Section 2046.

Issued: Nov 13, 1990
Revised: June 13, 2007
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TITLE: PURPOSE

NUMBER: 1010

1010.10 The objectives of this Employee Manual are to facilitate efficient and economical services to the public and to provide an equitable system of personnel management. These rules set forth procedures to insure similar treatment for those who compete for original employment and promotion, and define many of the obligations, rights, privileges and prohibitions which are placed on all employees in the service of the District.

1010.20 The Board of Trustees and District Management consider the quality of their employees as the key to success. New employees are selected with great care and in turn the District expects employees to contribute to the success of the District.

1010.30 This manual is designed to familiarize you with our major policies. Your supervisor or the District Manager will be happy to answer any question you may have.

Issued: Nov 13, 1990
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TITLE: CHANGE IN MANUAL

NUMBER: 1020

1020.10 The District reserves the right to modify, revise, rescind, or add to these Management and Personnel Policies from time to time, subject only to any requirement under the Meyers-Miliias-Brown Act. Employees will be given written notice of such changes. All previously issued manuals and any inconsistent policy or benefit statements or memoranda are superseded. These policies are not contracts.

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TITLE: EXCEPTIONS

NUMBER: 1030

1030.10 Notwithstanding the provisions explicitly set forth in this manual, the Board in a resolution, approved Memorandum of Understanding, or other action establishing rates of pay and benefits for District employees, may designate positions, classes of positions, or employee groups for which the calculation, rates of pay, and benefits are different from that provided in this Employee Manual. Such resolution, Memorandum of Understanding or action shall supersede any conflicting provisions of this Manual.

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TITLE: EQUAL EMPLOYMENT OPPORTUNITIES

NUMBER: 2000

2000.10 This District is an equal opportunity employer and makes employment decisions on the basis of merit. The District wants to have the best qualified person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

2000.20 The District is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the District and prohibits unlawful discrimination by any employee of the District, including supervisors and co-workers.

2000.30 To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

2000.40 Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a District representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The District then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The District will identify possible accommodations, if any that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship to the District, the District will make every effort to honor the accommodation.

2000.50 If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.



2000.60 If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

2000.70 Employment Risk Management Authority: The Employee Protection Line® is a compliment to the District's policies to prevent harassment of employees (Policy sections 8000). The goal is to have outlets for employees to report allegations of workplace wrongdoings.

2000.71 Many times employees fail to report allegations of wrongdoings for fear of retaliation or lack of confidentiality.

2000.72 Through use of the Employee Protection Line®, an employee can make an anonymous report of wrongdoing 24 hours a day by simply dialing a toll-free telephone number and by following the directions on the recorded message. That message is then transcribed and sent to legal counsel to respond to the allegation and manage the risk associated therewith.

2000.721 Employee Protection Line ® - (800) 576-5262
Organization Code # 10181



TITLE: OUTSIDE EMPLOYMENT

NUMBER: 2010

2010.10 While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policies:

2010.11 Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Illegal off-duty conduct on the part of an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

2010.12 While employed by the District, employees are expected to devote their energies to their job with the District. The following types of outside employment are prohibited.

2010.121 Employment that conflicts with an employee's work schedule, duties and responsibilities.

2010.122 Employment that creates a conflict of interest or is incompatible with the employee's employment with the employer.

2010.123 Employment that impairs or has a detrimental effect on the employee's work performance with the District.

2010.124 Employment that requires the employee to conduct work or related activities on the District's property during the employer's working hours or using the employer's facilities and/or equipment.

2010.13 Employees who wish to engage in outside employment that may create a real or apparent conflict of interest must submit a written request to the District explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment.



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TITLE: NEPOTISM

NUMBER: 2020

2020.10 The District may hire no person if he/she is a relative of a member of the Board of Trustees (hereinafter referred to as “Board”).

2020.20 Employees will not be placed under the supervision of relatives.

2020.30 For purposes of this section the term “relative” includes a parent, child, spouse, brother, sister, cousin, aunt or uncle, or a stepparent, stepchild, stepbrother or stepsister. The term “relative” also includes a parent, child, brother or sister of a Board member or employee’s spouse.

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TITLE: POLITICAL ACTIVITY

NUMBER: 2030

2030.10 District employees will not take an active part in any political activity or campaign during working hours or use their title or position in connection with any political activity at any time. This provision does not in any way deny an employee the right and privilege to express his/her personal opinion, seek a public office or vote in elections.

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TITLE: HOURS AND DAYS OF OPERATION

NUMBER: 2040

2040.10 The District Office is normally open for business between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

2040.20 Hours and days of operation are subject to the type of service being provided. Employees are responsible for ascertaining their work schedule from their supervisor. All employees are expected to be ready to perform their work at the start of the workday. Employees also are expected to remain at work for their entire work schedule, except when required to leave on authorized District business.

2040.30 If you are unable to report for work on any particular day, you must call your supervisor before the time you are scheduled to begin working for that day. If you cannot speak directly to your supervisor, please ask to speak with management personnel. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work.

2040.40 Excessive absenteeism or tardiness (whether excused or not) will not be tolerated.

2040.50 As an employee of the District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, others must perform your workload, just as you must assume the workload of others who are absent.

2040.60 All Non-Exempt employees, defined in section 4040, are required to record time worked on an approved form (Daily Time Sheet Appendix 2040-1) or in an approved fashion for operational and payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. The Supervisor must recognize any handwritten marks or changes on the daily work sheet. Processing or filling-out another employee's daily time sheet, allowing another employee to process or fill-out your daily time sheet, or altering a daily time sheet will not be allowed. Only the Finance Administrator and District Manager can authorize changes to daily time sheets.



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TITLE: BREAK PERIODS

NUMBER: 2050

2050.10 Employees are entitled to one fifteen (15) minute rest period for each of four (4) hours worked. This break is ideally taken mid-morning and mid-afternoon. Break time may not be accumulated to lengthen the lunch period or to leave early. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

2050.20 Lunch breaks are unpaid and will be for one-half (1/2) hour between 12:00 noon and 12:30 p.m.

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TITLE: PROMOTION

NUMBER: 2060

2060.10 It is the policy of the District to encourage the advancement of personnel within the organization.

2060.20 The promotion of current employees will depend on the District's human resource needs.

2060.30 The Board of Trustees directs the District Manager and the District Hiring Committee to consider the promotion of current employees only if they possess the necessary qualifications required for the new position.

2060.40 Current personnel being considered for promotion must grant permission to the District in writing to allow those screening procedures and/or the procurement and investigation of records detailed in Policy 2130.41, as dictated by requirements of the new position and as permitted by law.

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Revised: March 27, 2012

Counsel Review: March 21, 2012



TITLE: PERSONNEL RECORDS

NUMBER: 2070

2070.10 The Finance Director shall maintain a personnel record for each employee. All personnel files shall be kept confidential and stored in a secure area.

2070.20 The personnel file shall contain the following:

- (a) Employment application.
- (b) Hire date and beginning salary
- (c) Employment and personal references
- (d) History of promotions, including offers of promotions and new assignments
- (e) Salary changes
- (f) Separation date and reason for separation
- (g) Employee performance evaluations
- (h) Employee responses to performance evaluations
- (i) A copy of notices and responses regarding discipline
- (j) Vacation, medical and sick leave records
- (k) Participation in "Deferred Compensation" plans
- (l) Federal and State tax information
- (m) Driver record information
- (n) Personnel training and Vector Control Certification records
- (o) Workers compensation records
- (p) Drug and alcohol testing results due to Fitness for Duty Physicals
- (q) Accident and/or liability reports
- (r) Other records - as deemed appropriate or required by law
- (s) Participation in Medical, Dental and other health related benefits.
- (t) Receipt of Employee Manual Form

2070.30 You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a District Representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your version of any disputed item to the file.

2070.40 The District will attempt to restrict disclosure of your personnel file only to authorized individuals within the District. Any request for information from personnel files must be directed to the District Manager or his designee. Only the District



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Manager or his designee is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, the District will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

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TITLE: DRESS STANDARDS

NUMBER: 2080

2080.10 Employees are asked to use good judgment with regard to dress and appearance and are expected to present a professional image. Employees must dress in a manner that is consistent with their responsibilities. Attention should be paid to safety, the District's image, and interaction with the public. Your supervisor will explain the proper dress requirements for your position. Uniforms are reviewed in Policy 2170, Uniforms and Protective Clothing.

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TITLE: SMOKING POLICY

NUMBER: 2090

2090.10 Significant research exists demonstrating the health and safety hazards of the use of tobacco products, including chewing, smoking and breathing second-hand smoke. Therefore, in the interest of the health and safety of employees and the general public, smoking tobacco products and chewing tobacco shall be banned completely within District buildings, confined spaces, District vehicles and within the perimeter yard.

2090.20 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers, chewers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2090.30 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

2090.40 Members of the public who refuse to comply with this policy may be directed by the administration to leave the District property.

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TITLE: ON-THE-JOB INJURIES

NUMBER: 2100

2100.10 The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- 2100.11** Medical care
- 2100.12** Payment to replace lost wages
- 2100.13** Permanent disability
- 2100.14** Vocational rehabilitation services
- 2100.15** Death benefits to eligible dependents

2100.20 To ensure that you receive any worker's compensation benefits, which you may be entitled, you will need to:

2100.21 Immediately report any work-related injury to your supervisor.

2100.22 The District will pay for all necessary doctor bills, hospital costs, x-rays, medication, orthopedic supplies, etc. to facilitate healing and relieve the effects of an injury.

2100.23 If you require treatment in addition to first aid, you will be referred to a physician. (See workers compensation policy #5030 for more details on medical treatment, payment for lost wages, and vocational rehabilitation).

2100.30 Upon submission of a medical certification that you are fit for full duty and thus able to return to work, you will be offered the same position held at the time of leaving, unless your position is no longer available.

2100.40 The District provides medical treatment for work-related injuries through a number of medical facilities in the West-Bay area to provide medical care to injured employees because of their experience in treating work-related injuries.

2100.41 The current medical service provider is U.S. Healthworks Inc, 192 Beacon St, South San Francisco.



2100.50 The law requires that the District notify the workers compensation insurance company of any concerns of false or fraudulent claims.

2100.51 Any person who makes or causes to be made, any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers compensation benefits or payments may be subject to legal liability.

2100.60 District employees must meet all requirements listed in position description (Policy Manual Appendice 2100) and/or established by a recognized job analysis study.

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TITLE: HEALTH AND SAFETY PROGRAM

NUMBER: 2110

2110.10 District management is concerned about the health and safety of all employees and will endeavor to provide a safe work environment for all employees.

2110.20 No employee shall be required to work under conditions dangerous to the employee's health or safety.

2110.30 The District shall make every reasonable effort to provide and maintain a safe place of employment. Employees shall be alert to unsafe practices, equipment, and conditions and report any such unsafe practices, equipment, or conditions to their immediate supervisors. Employees shall follow safe practices and obey reasonable safety rules during the hours of their employment.

2110.40 Any employee who either does not receive an answer to a safety related question from his or her supervisor within three (3) business days or receives an answer which the employee deems unsatisfactory, may directly contact the District Manager.

2110.50 Any employee who is directed to perform a task, which the employee in good faith feels is unsafe, may request an immediate investigation from the District Manager. During the period that the District Manager is conducting an investigation, the employee will be assigned to other work at no loss of earnings. If the District Manager concludes the task complained of is safe, the employee shall perform the work as instructed.

2110.60 The District shall furnish all equipment which is necessary for employees to perform their job in a safe manner.

2110.70 The District shall provide the necessary first aid kits in each building and vehicle.

2110.80 Wherever practicable, the District shall provide first aid training for each employee.

2110.90 The ultimate responsibility for safety lies with each individual employee.



2110.100 Authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program are assigned to the District Manager. Under the direction of the District Manager, a Safety Committee exists to evaluate and provide training in safety procedures and conditions for the District. The Safety Committee is composed of the Accounting Supervisor, Field Supervisor, and one Vector Ecologist. The Safety Committee is responsible for conducting safety meetings and inspections of the District's facility and vehicles.

2110.110 The Vector Ecologist provides annual training in pesticide safety. The Vector Ecologist is responsible for annual training and establishing and enforcing laboratory safety procedures, especially regarding work with pathogens. The Field Supervisor provides training on equipment, and field operations as needed. The Accounting Supervisor implements training as directed, supervises all record keeping and website administration. The Safety Committee records problems and corrective recommendations, and reports to the District Manager. The District Manager then immediately discusses the reports with the Safety Committee and ensures that appropriate, timely corrective measures are instituted. The Board of Trustees will be apprised of corrective actions taken, as appropriate.

2110.120 Safety is everyone's business and will not succeed without employee involvement. Participation in monthly safety meetings is required. Employees shall conform to all District safety regulations.

2110.130 The detail information relating to the Illness and Injury Prevention Program is located in Policy Manual Section 2180.

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TITLE: PERFORMANCE REVIEW

NUMBER: 2120

2120.10 Employees will receive periodic performance reviews. Your supervisor, who will discuss it with you, will conduct the review. Your first performance evaluation will be after completion of your probationary period. After that review, performance evaluations will be conducted at least annually. The frequencies of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

2120.20 Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude and your attitude toward others. The performance evaluations should help you become aware of your progress, areas for improvement and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary or promotions. Salary step increases and promotions are solely within the discretion of the District Manager and depend upon many factors in addition to performance. After review, you will be requested to sign the evaluation report (Appendix 2120-1) simply to acknowledge that it was presented to you and discussed with you by your supervisor, and that you are aware of its contents.

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TITLE: MEDICAL EXAMINATIONS

NUMBER: 2130

2130.10 For the employee's protection, and in the interest of general health and safety, a physical examination is required for all new regular full-time employees following an offer of employment by the District Manager. Participation in health and/or retirement plans may also require physical examinations. When deemed necessary, a medical adviser may require additional examinations. A physician designated by the District medical adviser would make examinations at District expense. In addition, the District recommends all employees utilize their health care provider and receive a physical exam every year.

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TITLE: DRIVER STANDARDS AND VEHICLE USE REQUIREMENTS

NUMBER: 2140

2140.10 PURPOSES AND SCOPE

Motor vehicle accidents are the most frequent and costly claims for the District. This policy has been developed to assist all employees in operating vehicles safely for the protection of all who share the road. This policy reflects currently accepted best practices for the selection and management of drivers operating any vehicle on behalf of the District. Adherence to these policies is required for continual employment by the District.

2140.20 DEFINITIONS

2140.201 At-Fault Accidents: An accident arising out of the use of a motor vehicle due to the negligence or willful misconduct of the operator, or any other accident where reasonable assurance of non-fault cannot be furnished.

2140.202 Authorized Driver: Authorized drivers are those employees who have been identified, by verification of their driving record through the Department of Motor Vehicles, as 1) having an acceptable driving record in accordance with those requirements set forth in this policy; 2) having received approval to drive District vehicles from the driver's manager or supervisor, and 3) having met any other requirements as set forth by the District.

2140.203 Conviction: A conviction includes (1) a finding of guilty by a court or other tribunal as to any charged vehicular offense, (2) a plea of guilty or no contest (nolo contendere) to such an offense, or (3) a bail forfeiture without entry of a formal plea.

2140.204 Major Violations: Major violations shall include, but are not limited to the following:

2140.2041 Driving under the influence of alcohol or drugs. This would include prescription drugs that have the warning that operating machinery or a motor vehicle while using this drug is not safe.

2140.2042 Failure to report an accident to your District Supervisor.

2140.2043 Making a false accident report.

2140.2044 Vehicular homicide or manslaughter



- 2140.2045** Attempting to elude a police officer
- 2140.2046** Reckless driving, racing or speed contest
- 2140.2047** Speeding at 25 mph or more over the posted speed limit
- 2140.2048** Hit and Run

2140.205 **Minor Violations:** Minor violations shall include any moving traffic violation other than a major violation. Examples include, but are not limited to the following:

- 2140.2051** Speeding (less than 25 mph over the posted speed limit).
- 2140.2052** Running a stop sign or red light.
- 2140.2053** Improper turn.
- 2140.2054** Passing across a double yellow line.
- 2140.2055** Failure to yield.
- 2140.2056** Following too close.

2140.206 **Motor Vehicle Report (MVR):** A report by the State of California, Department of Motor Vehicles. It details the driving record, by individual names and driver license numbers, for each request submitted, and indicates the status of the applicable driver's licenses.

2140.207 **Violation:** An act involving the unsafe operation of a motor vehicle. Types of violations include:

2140.2071 **Civil** - A written allegation by a law enforcement officer claiming a person violated a law, such as a traffic ticket.

2140.2072 **Infraction** – A violation punishable by a fine or other penalty, but not by incarceration.

2140.2073 **Misdemeanor** – A violation punishable by imprisonment in a county jail, by fine, or by both.

2140.2074 **Felony** - A crime which is punishable with death or by imprisonment in the state prison. Under certain conditions, a felony crime can be treated as a misdemeanor.



2140.30 CONDITIONS OF EMPLOYMENT

A driving record which meets the District's standard is a condition of employment for employees who may drive a vehicle, the District's or their own, on behalf of the District. Maintenance of this driving record is a consideration for continued employment for those employees who are required to drive as part of their regularly assigned duties as District employees.

Drivers of vehicles on District business shall be required to meet the following criteria:

2140.301 Driver License Requirements

2140.3011 Authorized drivers must have a valid license for the class of vehicle being operated. If the vehicle requires a commercial driver license (CDL), then the driver must possess a valid CDL with the appropriate endorsements for the type of vehicle being operated. For vehicles requiring a Class A, Class B or Class C & Hazardous Materials Endorsement, District participation in the DMV Mandatory Employer Pull-Notice Program is required.

2140.3012 A valid license must be in the authorized driver's immediate possession at all times when operating a District-owned vehicle. If an employee does not have a valid license, he or she will not drive a District-owned vehicle. If the license is revoked or suspended for any reason, the employee must immediately notify his/her supervisor.

2140.302 Motor Vehicle Reports

The DMV's Government Employer Pull Notice Program is a critical component of this policy. Every full-time authorized driver must be enrolled in the Government Employer Pull Program, and provide authorization for the District to review and address reports of MVR activity that are sent to the District. Information on enrollment and operation of the Pull Program are included in appendix 2140-6.

2140.3021 All new hires must bring a copy of their Motor Vehicle Report (MVR) from the Department of Motor Vehicles (DMV) printed within the last 30 days. An acceptable current MVR is a condition of employment and will remain a condition of continued employment. **Employees, however, will not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.**

All traffic violations which occur during non-business (personal use) hours may affect driving privileges and are subject to review.



2140.303 Other Requirements

2140.3031 Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned. Those employees for which driving is designated as an “essential job function” or where driving is more than an occasional part of their job duties shall be required to attend a defensive driving course once every three years. Check rides may also be conducted based upon an employee’s MVR and/or reported/observed unsafe driving behavior; and,

2140.3032 Authorized Drivers must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or is required by regulation; and,

2140.3033 Authorized Drivers may have his or her employment terminated or be reassigned to a non-driving position, if available, at the discretion of the District Manager in the event his or her license is revoked or suspended by a court of a law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the District.

2140.40 EXCLUDED EMPLOYEES

2140.41 Any employee who is deemed uninsurable by the District’s automobile insurance provider will be considered an excluded employee. An excluded employee is not authorized to drive District vehicles and may have his or her employment terminated or be reassigned to a non-driving position, if available, at the discretion of the District Manager.

2140.42 Any or all of the following violations, as defined in Section 2140.20, showing on the employee’s driving record may be cause for revoking an employee’s authorization to drive on behalf of the District and he or she will be considered an excluded employee:

2140.421 Regular Full-Time Employees:

2140.4211 One major violation.

2140.4212 Three or more minor violations (an accident will be considered a minor violation);

2140.4213 Two or more “at-fault” accidents

2140.422 Regular Part-Time Employees:



2140.4221 One major violation within the past three years.

2140.4222 Three or more minor violations within the past three years (an accident will be considered a minor violation);

2140.4223 Two or more “at-fault” accidents within the past three years

2140.43 No District employee will be allowed to drive a District vehicle or use their personal vehicle for District business, if they have an unacceptable MVR, as defined in Section 2140.3021 above. The employee will be placed on non-driving status and will be notified in writing.

2140.50 **VEHICLE AND WATERCRAFT USE**

2140.51 **District Vehicles and Watercraft**

2140.511 District vehicles and watercraft are provided for purposes relating to the conduct of official District business, programs, and travel for approved functions only by authorized drivers. District vehicles are restricted for use by employees for personal reasons. Employees who use assigned vehicles on a 24-hour basis or are “on-call” will drive such vehicles directly home after work and leave them parked until needed for “call-out.”

2140.512 District vehicles are not to be used for the sole purpose of transportation between the employees’ work place and residence, unless authorized by the District Manager or the Board of Trustees. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.

2140.5121 Any employee, with permission of the District Manager, may use District vehicles outside of regular working hours for special responsibilities of work functions where such authorization is indicated for expediency and efficiency (ex. - local weekend city fairs).

2140.513 Authorized Drivers will not transport persons other than on-duty District employees in a District-owned vehicle or watercraft, unless the persons are being transported in connection with official District business, or as authorized by a supervisor.

2140.5131 Unauthorized passengers are prohibited in District vehicles and watercraft except in cases of extreme emergency involving imminent danger to persons or property.



2140.5132 Except in the case of an emergency, a District driver will not allow a vehicle or watercraft to which he or she has been assigned to be driven by any person not authorized to drive the District-owned vehicle or watercraft.

2140.514 Authorized passengers include all District personnel, Board members, representative from other special Districts, county or state health department personnel, university personnel, registered volunteers, and other persons having official business with the District.

2140.5141 A spouse or partner may be transported by a District vehicle or watercraft when accompanying an authorized passenger on approved functions.

2140.5141 Persons visiting the District in official capacities of their employment and covered by Workers Compensation Insurance may be transported in District vehicles and watercraft when appropriate.

2140.52 Personal Vehicles

2140.521 The District Manager may authorize an employee to use his/her personal vehicle in the performance of District work. The employee shall be reimbursed for the cost of total miles driven and at the rate specified in the Internal Revenue Service Guidelines.

2140.5211 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of work.

2140.5212 Use of a personal vehicle shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2140.5213 All vehicles must operate in accordance with California traffic safety laws including the use of seatbelts.

2140.522 Each District employee, who in the course and scope of his or her employment, uses a vehicle not owned by the District shall meet the following requirements:

2140.5221 Provide a Certificate of Insurance to the District with minimum limits of \$100,000/\$300,000/\$50,000 for bodily injury per person, bodily injury per accident, and property damage respectively (**Annual proof of current coverage and limits must be kept on file at the District**),



2140.5222 Ensure their vehicle is currently registered with the Department of Motor Vehicles,

2140.5223 Complete a permission form for personal vehicle provided as Appendix 2140.4

2140.53 Rented or Leased Vehicles

2140.531 The District requires employees and/or trustees operating rental/leased vehicles on District business to purchase the rental company loss damage waiver coverage.

2140.60 ACCIDENT REPORTING PROCEDURES

When a District-owned vehicle being operated on behalf of the District is involved in an accident, the following procedures will be followed:

2140.601 Assure injuries or medical needs are addressed either using first aid or calling for emergency services,

2140.602 If possible, move vehicles to a safe location; position warning signals (flares, etc.),

2140.603 Immediately notify the local police department or California Highway Patrol (CHP) and your supervisor of the accident. Do not admit negligence or liability. Leave the determination of liability to the responsible law enforcement agency,

2140.604 Utilize the Accident Reporting Packet provided by the District, located in the glove box;

2140.605 Take multiple photographs at the scene of the accident using District camera located in the glove box;

2140.606 Do not make any statement of any kind to anyone other than your Supervisor, the Police or a member of the District Management Staff,

2140.607 Get the name, address, and phone number of all passengers and witnesses,

2140.608 Exchange vehicle identification and insurance information, including a policy number, with the other driver, and



2140.609 Contact your supervisor to report the accident as soon as possible. Turn all documentation over to a supervisor or manager within twenty-four (24) hours.

2140.70 **DRIVER RESPONSIBILITIES**

2140.701 If assigned a District vehicle, the employee assumes responsibility for operating the vehicle in a safe and responsible manner. Therefore, driver responsibilities include, but are not limited to, the following:

2140.7011 Vehicles owned or maintained for use and service by the District will be used for District business. Exceptions to this rule must have approval by the General Manager;

2140.7012 Employees on District business will observe all traffic rules and regulations, including the use of seat belts. The driver will be responsible for any fines or penalties incurred, including parking violations;

2140.7013 Employees must have the appropriate class of valid California Driver's License in their possession at all times when driving on District business;

2140.7014 Employees must be insurable under this District policy;

2140.7015 Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment;

2140.7016 Restricting the use of vehicles to authorized drivers only;

2140.7017 Reporting all moving violations or accidents to a supervisor or manager before the end of shift, but, in no case, longer than twenty-four (24) hours. Drivers are responsible for the cleanliness of vehicles both inside and out. All vehicles are expected to be washed as needed and polished on an annual basis for protection of the vehicle's market value.

2140.702 Failure to comply with any of these responsibilities could result in disciplinary action, up to and including termination.

2140.80 Drive safely and take care of you, your passengers, pedestrians and other drivers. Remember taking your eyes off the road for two seconds at 60mph means you have traveled blindly for half the length of a football field.

Issued: September 12, 2007

Revised:



TITLE: CONTINUING EDUCATION REQUIREMENTS

NUMBER: 2150

2150.10 The California State Health and Safety Code, Sections 2052 requires that the Environmental Management Branch of the California Department of Health Services certify every governmental agency employee who independently handles applies or supervises the use of any pesticide for public health purposes. It further requires that mosquito and vector control technicians complete a minimum number of approved Continuing Education Units (CEU), appropriate to the specialty vector control certificate(s) held. It is a condition of continuing employment with the San Mateo County Mosquito Abatement District that every employee subject to the CEU requirements, satisfy the CEU requirements in the manner prescribed by the District Manager and by law.

2150.20 Within one year of employment, the California Department of Health Services in the “Core” category A, and “Mosquito” category B designations shall certify full-time employees. Within the first two (2) years of employment, full-time employees shall become state certified in the “Terrestrial Invertebrate” category C, and “Vertebrate” category D vector control designations. The District will pay for the certification process.

2150.30 Full-time clerical staff members are exempt from the CDHS requirement.

2150.40 It is highly recommended that all full-time employees maintain certification in cardiopulmonary resuscitation (CPR) and basic first-aid.

2150.50 The District will make every reasonable effort to provide time for study, registration fee reimbursement and transportation for District employees to attend approved continuing education programs. Failure to maintain minimum required CEU might result in employee reassignment or termination of employment at the discretion of District management. Regulations detailing these requirements can be found in Sections 30054 through 30061, Title 17, of the California Code of Regulations.



TITLE: SEPARATION FROM DISTRICT EMPLOYMENT

NUMBER: 2160

2160.10 Resignation: To leave District service in good standing, an employee must file a written notice of resignation (form) with the District Manager at least thirty- (30) days before the effective date. The District Manager, may, however, grant good standing resignation with less notice if he/she determines the circumstances warrant. Filed resignation may not be withdrawn without District Manager's approval.

2160.11 All Districts owned property (vehicles, keys, phones, uniforms, identification badges, credit cards, etc.) must be returned immediately upon resignation/termination of employment.

2160.20 Layoffs: Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may layoff employees, abolish any position of employment, and the employee holding such position may be laid off or demoted. Layoff reductions and demotions ordered by the Board of Trustees shall be carried out under the direct supervision of the District Manager.

2160.21 Employees to be laid off shall be given at least thirty- (30) calendar day's prior written notice. The notice shall contain the effective date of layoff, the reason for layoff and any displacement rights, which may be available to the employees under this policy.

2160.22 Except as otherwise provided, whenever there is a reduction in the work force, the District Manager shall first demote to a vacancy, if any, in a job classification for which the employee, who is the latest to be laid off, is qualified.

2160.23 An employee affected by layoff may have displacement rights to displace an employee who has less seniority in a job classification that the employee has previously occupied or supervised. For the purpose of this policy, seniority includes all periods of full-time service at or above job classification being considered with the District.

2160.24 In order to retreat to a former job classification, an employee must request displacement action in writing to the District Manager within five (5) working days after receipt of the layoff notice.



2160.25 Employees retreating to a job classification shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2160.26 If two employees occupy the same job classification, then employees shall be laid off according to the employment status in the following order: temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the District Manager. In cases where there are two or more regular full-time employees, which occupy the same job classification from which the layoff is to be made, such employees shall be laid off in order of their job performance as determined by the supervisor and if necessary by seniority.

2160.27 In cases where there are two or more regular full-time employees, which occupy the same job classification and with the same date of hire from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filed at least 60 days prior to layoff as follows:

2160.271 See Employee's performance evaluations. When none of the above criteria identify the layoff procedure, then the District Manager, with input from the Supervisor will make the decision.

2160.28 Regular full-time employees who are subject to layoff separation will be entitled to one (1) month's severance pay and the District shall pay health and dental benefit premiums for one (1) month.

2160.30 Dismissal: The District Manager, for cause, may dismiss a full-time employee at any time, after consulting with District Counsel.

2160.31 The following illustrate some of the offenses that constitute sufficient cause for dismissal:

- 2160.311** Conviction of a felony.
- 2160.312** Fraud in securing employment.
- 2160.313** Misappropriation of District funds or property.
- 2160.314** Intentional or gross misconduct.
- 2160.315** Failure to respond or improve regarding an item specified in Policy 7020 "Causes for Disciplinary Action," after an evaluation or corrective action plan has failed to produce an improvement to performance.
- 2160.316** Inability to perform job duties.



2160.317 Refusal to carry out legal orders from higher authority or misconduct toward another employee.

2160.32 A probationary employee may be dismissed at any time with or without cause during a probationary period without right of appeal or hearing. In case of such dismissal, the District Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District Service.

2160.33 Dismissal of the District Manager shall only be made at a closed session of the Board of Trustees in which at least a majority of the Trustees support the dismissal.

2160.34 All employees shall be provided with a notice of dismissal. The District Manager or Board President shall prepare this notice after consultation with District Counsel. Procedures outlined in Series 7000.

2160.40 Re-employment Procedures: The names of persons laid off or demoted, in accordance with this policy, shall be entered upon a re-employment list. The District Manager shall use the re-employment list when a vacancy arises in the same job classification before certification is made from an eligibility list. Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to regular full-time position of the same level as that from which they were laid off, upon such appointment, be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the District Manager, the list may be extended for an additional year.

2160.41 Before hiring new employees from outside the District, qualified employees separated within the past calendar year will be contacted for recall. Seniority will be considered as one of the primary selection criteria for re-employment. The name of each employee who is laid off will be placed on the eligibility list for re-employment for one (1) calendar year. An employee to be recalled will be notified by certified letter sent by the District. The employee should contact the District within five (5) working days to make satisfactory arrangements for return to work. If the employee fails to contact the District within this time period, recall rights will be considered terminated. At the discretion of the District Manager, the five (5) working day period may be extended.



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Issued:	November 13, 1990
Revised:	January 29, 2014
Legal Review:	January 29, 2014
Board Approval	February 12, 2014



TITLE: UNIFORMS AND PROTECTIVE CLOTHING

NUMBER: 2170

2170.10 The District shall pay the cost of uniforms and protective clothing employees are required to wear.

2170.20 Employee grooming standards are delineated in Policy 2080.

2170.30 Uniforms and/or protective clothing, shoes, badges, and safety glasses are for purposes of personal safety and identification and are to be worn by Operational and Laboratory personnel during the workday unless otherwise instructed. Prescription safety lenses will be purchased for each employee as needed.

2170.40 Professional office staff are expected to dress in a manner consistent with the nature of the work performed. Cut-offs, soiled, torn/damaged clothing, or clothing with derogatory and/or inflammatory comments is not an acceptable manner of dress.

2170.50 When an employee, for who said uniforms and protective clothing were purchased or reimbursed, is terminated for any reason, they shall turn in to the District immediately all such items.

Issued: November 13, 1990

Revised: January 8, 2014



TITLE: HOUSEKEEPING

NUMBER: 2180

2180.10 All employees are expected to keep their work areas clean and organized. Employees must keep common areas such as lunchrooms, locker rooms and restrooms clean. All employees are expected to dispose of trash properly.

2180.20 Employees are responsible for routine cleaning and washing of assigned vehicles and equipment.

2180.30 The operational buildings and yard will have an employee responsible for overseeing the organizational and housekeeping responsibilities. The Supervisor will assign operational staff to those roles depending on their skill level and job experience.

2180.40 Laboratory and administrative staff will have an employee responsible for overseeing the housekeeping responsibilities of the lunchroom on a weekly basis.

2180.50 A commercial service will be responsible for housekeeping duties on a weekly basis. The administrative staff supervises the contract service.



TITLE: TUITION REIMBURSEMENT

NUMBER: 2190

2190.10 The District, following completion of a course, will reimburse the employee for the cost of tuition and books when the following conditions are met:

2190.11 The employee has the prior approval of the District Manager; the course is directly related to the position and beneficial to the District.

2190.12 The applicant is a full-time employee in good standing, that is, not on probation or under disciplinary action, and meeting all the course requirements. (The District Manager may waive this requirement for probationary employees on a case-by-case basis).

2190.13 Approved courses are successfully completed with a letter grade of “B” or better, or, a pass/fail grade of “Pass”.

2190.20 Courses requiring attendance during duty hours will not be charged to vacation time provided the District Manager has approved the absence from duty. A forty-hour workweek must be maintained.

2190.30 This policy does not apply to an employee’s voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. While the District generally encourages all employees to improve their job skills and promotional qualifications, such activities will not be subject to this policy regarding reimbursement or compensation unless prior written approval is obtained from the District Manager.



TITLE: OPEN-DOOR POLICY

NUMBER: 2200

2200.10 Suggestions for improving the District are always welcome, and you are encouraged to bring any reasonable complaints or questions you may have about your job, working conditions, or the treatment you are receiving to the attention of the District Manager promptly. The District extends to each employee, without regard to classification or position, the opportunity to meet with the District Manager to discuss issues of importance to the employee. However, we ask that you take your concerns first to your supervisor if at all possible. The District also provides a formal grievance procedure for employees who wish to use it. This procedure is provided in the form of a District policy. Please refer to Policies and Procedures Employee Manual, Formal Grievance Procedure Number 9040, for more information.

2200.20 This policy, which we believe is important for both you and the District, may not bring about the resolution of every problem to your satisfaction. However, the District values your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

2200.30 Procedure for District Personnel to Report Activities They Believe Are Inappropriate or Impermissible.

2200.301 Any District personnel who become aware of activity within the district that they reasonably believe constitutes inappropriate or impermissible activity by a public agency must submit a written complaint to the District Manager and the President of the Board of Trustees.

2200.302 The District Manager shall log the complaint; confer with the President of the Board of Trustees, and where appropriate, forward the complaint to the District Counsel for review as deemed necessary.

2200.303 The District Counsel shall review the complaint and advise the District Manager and/or the President of the Board of Trustees concerning appropriate next steps, including, where advisable, referral to law enforcement and/or the District Attorney's office and/or any other outside agencies.

2200.304 For any complaints forwarded to District Counsel, a report shall be made to the Board of Trustees within 90 days of Counsel's receipt of the complaint concerning actions taken or to be taken in response to the complaint.



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2200.305 To the extent permissible by law, the filing and the investigation of the complaint shall remain privileged and confidential.

Issued: November 13, 1990
Revised: March 27, 2012
Counsel Review: March 22, 2012



TITLE: CONFLICTS OF INTEREST

NUMBER: 2210

2210.10 Situations of actual or potential conflict of interest are to be avoided by all employees. Personal, business, or romantic involvement with a local official, supplier, supervisor or subordinate employee of the District, which may impair an employee's ability to exercise good judgment on behalf of the District, may create an actual or potential conflict of interest. Supervisor-subordinate business, romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

2210.20 An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the District Manager. If an actual or potential conflict is determined, the District may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: DRUG AND ALCOHOL ABUSE

NUMBER: 2220

2220.10 The District is concerned about the use of alcohol, illegal drugs or illegal controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

2220.20 The use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to the District. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

2220.30 Standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods).

2220.40 The District strictly prohibits the following:

2220.41 Possession, use, or being under the influence of alcohol while on the job or District premises.

2220.42 Driving District vehicle or operating District equipment while under the influence of alcohol.

2220.43 Distribution, sale or purchase of an illegal drug or illegal controlled substance while on the job or District premises.

2220.44 Possession or use of an illegal drug or illegal controlled substances or being under the influence of an illegal drug or illegal controlled substances while on the job or on District premises. Exceptions in those instances are where a legal controlled substance is being taken in accordance with medical direction and with the knowledge and consent of the employee's supervisor.



2220.50 Violation of the above rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

2220.60 In order to enforce this policy, the District reserves the right to conduct searches of District property and may require a fitness for duty physical, which may include drug and alcohol testing.

2220.70 An employee's conviction on a charge of illegal sale or possession of any illegal controlled substances while off-duty and not on District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess illegal controlled substances off the District's premises in order to keep the illegal controlled substances themselves off the premises.

2220.80 The District will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

2220.90 This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Issued: November 13, 1990

Revised: June 13, 2007

Reviewed: April 20, 2009



TITLE: CUSTOMER RELATIONS

NUMBER: 2230

2230.10 We are a public service agency and all of us must remember that the residents and visitors of the District, as our customers, always come first.

2230.20 Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concerns as an interruption or an annoyance. Customer inquiries, whether in person or by telephone, must be addressed promptly and professionally.

2230.30 Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

2230.40 Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

2230.50 All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we serve.

2230.60 Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor or the District Manager to intervene.



TITLE: EMPLOYER AND EMPLOYEE PROPERTY

NUMBER: 2240

2240.10 Lockers, desks, vehicles and other property are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

2240.20 Damage, destruction, or loss of District property by employee neglect, negligence, misuse, or intent is the responsibility of the employee, who will be held responsible for the cost of repair or replacement of such property. Normal usage is not considered neglect or negligence. The District will fund all equipment under normal working conditions. It is in the best interest of the District to utilize safety and preventative maintenance to alleviate additional cost of equipment replacement.

2240.30 It may be necessary to assign and/or change "passwords" and personal codes for the computer. These items are to be used for District business and they remain the property of the District. The District will keep a record of all passwords used and may override any such password system.

2240.40 Prior authorization must be obtained before any District property may be removed from the premises for other than work related business.

2240.50 For liability reasons, the District will not be held liable for any personal belongings left in the workplace. Personal items are subject to inspection and search.

2240.60 Employees may not store personal belongings on the District property. The District Manager may authorize temporary storage if waiver of responsibility is signed and approved by the Vector Control Joint Powers Agency.



TITLE: USE OF ELECTRONIC MEDIA

NUMBER: 2250

2250.10 The District uses various forms of electronic communications including, but not limited to computers, e-mail, telephones, voicemail, fax machines, all online services paid for by the District. All electronic communications, including all software and hardware, remain the sole property of the District and are to be used only for District business and not for any personal use. Emails are not permanently deleted.

2250.20 Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against District policy or not in the best interest of the District.

2250.201 California Vehicle Code 27602 (a) states that a person may not drive a motor vehicle if a television receiver, a video monitor (laptop), or a television or video screen, or any other, similar means of visually displaying a television broadcast or video signal that produces entertainment or business applications, is operating and is located in the motor vehicle at any point forward of the back of the driver's seat, or is operating and visible to the driver while driving the motor vehicle.

2250.30 Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to immediate termination. There is not expectation of privacy by the employee with electronic communications.

2250.40 Employees may not install unapproved personal software in District computer systems. All electronic information created by any employee using any means of electronic communication is the property of the District and remains the property of the District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information.

2250.50 The District will override all personal passwords. The Finance Administrator will hold a master list of passwords.

2250.60 The District reserves the right to access and review electronic files, messages, mail, etc., and monitor the use of electronic communications, as is necessary, to ensure that there is no misuse or violation of District policy or any law.



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2250.70 Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by management.

2250.80 Employees who use radios, cordless phones, portable computers, and fax communications should not use these methods for communicating confidential or sensitive information.

2250.90 Questions about access to electronic communications or issues relating to security should be addressed to the District Manager.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: OFF-DUTY USE OF FACILITIES

NUMBER: 2260

2260.10 Employees are prohibited from being on District premises or making use of District facilities while not on duty without specific authorization from Management. Employees are expressly prohibited from using District facilities, property or equipment for personal use without prior Management authorization.

2260.20 If management authorizes employees to be on the premise and make use of the District facilities, there must be two employees present at all times if working in the shop or garage. This is considered a safety and health issue.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: SOLICITATION AND DISTRIBUTION OF LITERATURE

NUMBER: 2270

2270.10 In order to ensure efficient operation of the District's business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on District property.

2270.20 No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed unless authorized by the District Manager.

2270.30 No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed unless authorized by the District Manager.

2270.40 Under no circumstances will non-employees be permitted to solicit or to distribute written material for any unapproved purpose on District property.



TITLE: COMPANY BULLETIN BOARDS

NUMBER: 2280

2280.10 The District maintains bulletin boards located in all facilities and offices.

2280.20 Bulletin boards are used to provide information to employees concerning District-related issues and current events.

2280.30 Employees may not post items on the District's bulletin boards unless the following conditions are met:

2280.31 Only District employees may make postings.

2280.32 The information to be posted must first be approved by the District Manager.

2280.33 Postings are limited to one page (8 ½ x 11) in size.

2280.34 Posted items will be dated and will be removed as appropriate.



TITLE: SALARY SCHEDULE

NUMBER: 3000

3000.10 The employee's anniversary date with the District and County Retirement begins at the date of hire. Upon satisfactory completion of the required minimum six (6) month probationary period, new employees may be advanced to the next step of the salary range. Step increases may be granted each July 1st until the maximum step of the salary range is reached.

3000.20 The District Manager has sole authority to grant pay increases outside the above stated step schedule.



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TITLE: PAY PERIOD

NUMBER: 3010

3010.10 Each calendar year is divided into twenty-six (26) pay periods. Payroll checks are issued every other Friday for the previous two-week period. If this date falls on a legal holiday, payment will be made on the first available business day before the holiday. Twice each year, three paychecks will be dated in one month. During this third paycheck, no voluntary deductions or benefit accruals will be made. Voluntary deductions can consist of deferred compensation plans or any other benefit not paid directly by the District. Benefit accruals consist of Vacation and Sick leave hours.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: OVERTIME POLICY

NUMBER: 3020

3020.10 This policy shall apply to all non-exempt employees. Non-exempt employees include all employees who are covered by the Fair Labor Standards Act. Such employees include Mosquito Control Technicians, Assistant Vector Ecologist, Receptionist, part-time employees, and hourly workers. Only the District Manager, Finance Administrator, Field Operations Supervisor or Vector Ecologist may authorize overtime and overtime must be approved in advance of it being earned.

3020.20 For the purposes of determining overtime, the workweek will be established by direction of the District Manager, Finance Administrator, Field Operations Supervisor or Vector Ecologist and approved by the District Manager and may be changed from time to time. Individual workweek designations may be established for each job position at the discretion of the Board. The Board also reserves the right to curtail work in order to avoid the accrual of overtime liability.

3020.30 Except as otherwise provided in this policy, compensatory time off for Non-Exempt employees (equal to 1 ½ times the number of regular hours over 40), in lieu of monetary remuneration, shall be exclusive compensation for overtime. Overtime hours are calculated at one and one-half (1-1/2) times the non-exempt employee's number of regular hours over forty (40) hours in one workweek. The workweek shall consist of seven consecutive days from 12:01 A.M. Sunday, through midnight Saturday. "Straight Time" is authorized when computing the hours worked in a workweek. Any hour paid for, that is not worked (sick leave, personal leave, or vacation), does not count as hours worked for calculation of overtime. Holiday hours will count as time worked.

3020.40 Non-exempt employees with earned compensation time-off may accumulate the time-off throughout the year and the employee may use the time-off with the approval of their Supervisor.

3020.50 The maximum number of compensation hours that may be accumulated as of any December 31st shall be 40 hours. If an employee's stock of hours approaches the 40 hour maximum after November 1 (e.g. 30 hours or more), the employee shall be advised of such situation and asked to take steps to reduce the accumulated compensatory time. If the employee does not do so voluntarily, the District Manager may order the employee to use his/her compensatory time at times specified by the District Manager.



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3020.60 Non-exempt employees separating from employment shall be entitled to monetary remuneration for accrued compensatory time. District Manager may request employees to use comp time prior to separation.

3020.70 Non-exempt employees who are eligible for holiday pay and who work on a District recognized holiday should be compensated two (2) times the number of hours actually worked on the holiday when regular hours at week's end exceed forty (40).

3020.80 Exempt employees are the District Manager, Finance Administrator, Field Operations Supervisor, and Vector Ecologist.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: LONGEVITY PAY SCHEDULE

NUMBER: 3030

3030.10 The current longevity plan for regular full-time employees is computed on base salaries:

3030.11 1% increase after 7 years of service, and

3030.12 An additional ½% increase for every two (2) years of completed, continuous service thereafter.

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Revised: June 13, 2007



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TITLE: PAYROLL DEDUCTIONS

NUMBER: 3040

3040.10 The paycheck stub will show all required and authorized deductions that have been made. If an employee has any questions regarding gross salary or the amount of deductions, he/she should contact the Finance Administrator or the District Manager.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: PROBATIONARY STATUS

NUMBER: 4000

4000.10 All original appointments shall be tentative and subject to a probationary period of not less than six (6) months actual service. The probationary period may be extended to one-year depending on the effective adjustment of a new employee.

4000.20 The probationary period shall be regarded as a part of the selection process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to his/her position.

4000.30 During the probationary period, an employee may be discharged at any time without cause and without right of appeal. Notification of discharge shall be served on the probationer.



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TITLE: REGULAR FULL-TIME EMPLOYEES

NUMBER: 4010

4010.10 Regular full-time employees are employees who have completed their probationary period satisfactorily and who work forty (40) hours or more per week. Regular full-time employees are eligible for all employee benefits outlined in these policies.

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TITLE: REGULAR PART-TIME EMPLOYEES

NUMBER: 4020

4020.10 Regular part-time employees are employees who have completed their probationary period satisfactorily and who work less than forty (40) hours per week. Regular part-time employees are eligible for the benefits outlined in these policies, on a prorated basis as determined by the Board.

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TITLE: TEMPORARY EMPLOYEES

NUMBER: 4030

4030.10 Temporary employees are not regular employees. They are employees hired for a limited duration arising out of special projects, abnormal workloads, or emergencies. Irrespective of the number of hours worked or the length of time worked, such employees shall not, by the passage of time alone, be converted to any other employment status. Temporary employees are ineligible for the benefits outlined in these policies, except those required by law.

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TITLE: NON-EXEMPT EMPLOYEES

NUMBER: 4040

4040.10 Nonexempt employees include all employees who are covered by the Federal Fair Labor Standards Act. Such employees may include Mosquito Control Technicians, Field Operations Foreman, Assistant Vector Ecologists, Administrative Assistant, Regular Part-Time, Receptionist, and Temporary employees. (See Overtime Policies 3020).

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TITLE: EXEMPT EMPLOYEES

NUMBER: 4050

4050.10 This category includes all employees who are classified by the Board as exempt from the overtime provisions of the Federal Fair Labor Standards Act. Such employees include the District Manager, Finance Administrator, Field Operations Supervisor, and Vector Ecologist.

Issued: November 13, 1990

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TITLE: BENEFIT ELIGIBILITY

NUMBER: 5000

5000.10 Employees in a regular full-time classification are eligible for the following benefits according to current schedules or as specified in plan outline.

5000.11 Effective as of date hired.

- Group Health Insurance
- Workers' Compensation Insurance
- District Disability Leave Plan
- State Disability Insurance
- State Unemployment Insurance
- Holidays
- County Retirement Plan
- Credit Union Membership
- Commuter Cost Reimbursement

5000.12 Effective upon completion of a probationary period.

- Group Dental Insurance
- Group Long Term Disability Insurance
- Vision Insurance
- Vacation
- Sick or Accident Leave
- Deferred Compensation
- Tuition Reimbursement
- Personal Leave Days



TITLE: GROUP HEALTH

NUMBER: 5010

5010.10 Blue Shield of California provides medical care and hospital insurance for all employees hired after July 1999. Group Health Insurance takes effect on the first day of the month following the employee's date of hire.

5010.20 The District provides coverage for the primary enrollee and spouse as well as dependent children to age 19 and full-time students to age 23. For additional information on the program benefits, refer to current pamphlet. **NOTE:** Increase premium costs are subject to provisions of the currently adopted "Memorandum of Understanding".

5010.30 The current health insurance carrier is Blue Shield of California. This is a health maintenance organization (HMO). This program requires the employee to select a primary care physician within the available list of providers who will manage their entire health care needs. As needed, referrals to specialists will be on the advice of the primary care physician.

Issued: Oct 31, 2001

Revised: June 13, 2007



TITLE: GROUP DENTAL

NUMBER: 5020

5020.10 Group dental insurance is provided for employee upon satisfactory completion of the required probationary period.

5020.20 The District provides coverage for the primary enrollee and spouse as well as dependent children to age 19 and full-time students to age 23. .

5020.30 The current dental insurance is Delta Premier, Small Business Advantage. This is a managed fee-for-service program. This program allows the employee to visit any dentist of their choice, change dentists at any time, go to a dental specialist of their choice, and receive dental care anywhere in the world

5020.40 Upon proof of payment, the District will reimburse each employee \$100.00 each fiscal year, towards any out of pocket dental expenses.

5020.50 For additional information on the program benefits, refer to current pamphlet. NOTE: Increase premium costs are subject to provisions of the currently adopted "Memorandum of Understanding."



TITLE: WORKERS' COMPENSATION

NUMBER: 5030

5030.10 The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

5030.11 Medical care.

5030.12 Lost wage replacement.

5030.13 Supplemental Job Displacement Benefit

5030.20 To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

5030.21 Immediately report any work-related injury to your supervisor.

5030.22 Seek medical treatment and follow-up care, if required.

5030.23 Complete a written Worker's Compensation Claim Form (DWC1) (Appendix 5030-1), available from the Finance Administrator. Additional form completion may be required for the injury.

5030.24 Provide the District with a certification from the District's health care provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave. You may elect to utilize your own health care provider by submitting a Personal Physician Designation Form, prior to being injured (Appendix 5030-2).

5030.30 Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.



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5030.40 Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be offered the same position held at the time the leave began, if available. If the same position is not available, an employee's return to work will depend on job openings existing at the time of his/her scheduled return. An employee's return will depend on his/her qualifications for any existing openings.

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TITLE: MEDICAL LEAVE OF ABSENCE

NUMBER: 5040

5040.10 Regular full-time employees who are temporarily unable to perform their usual and customary work due to a personal illness or personal injury, including a pregnancy related disability, may be granted an unpaid medical leave of absence for a period not to exceed six (6) months. Pursuant to state law, this benefit is also available to regular part-time and probationary employees with a pregnancy related disability. Medical leave may be granted on a basis of the employee and/or employer physician's written statement that an employee is no longer able to work due to a medical disability. While on medical leave, an employee must use accrued sick leave until it is exhausted. An employee may use accrued vacation during a medical leave. Once available paid leave accruals are exhausted, the remaining portion of the medical leave will be unpaid. Employees will not continue to accrue vacation, sick leave, or other benefits during any unpaid portion of a medical leave of absence. Additionally, time on unpaid medical leave will not be credited towards the completion of a probationary period.

5040.20 An employee who plans to take a medical leave must provide the District reasonable notice of when the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a medical leave, the employee must notify the employer of this situation within three (3) working days of an absence. If an employee is absent more than three (3) working days without notifying the employer, the employee will be considered to have voluntarily resigned, excluding extenuating circumstances.

5040.30 Employees returning to work after any disability leave must have a written release from the employee's and/or employer's physician verifying that they are able to return to work and safely perform their duties.



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5040.40 Employee's granted unpaid medical leave are responsible for benefits paid by the District for group insurance programs including, medical, dental, vision, and long term disability. See Policy 5140.

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TITLE: DISTRICT DISABILITY LEAVE PLAN

NUMBER: 5050

5050.10 The following District Disability Leave Plan is provided only for regular full-time employees in the event of work connected disability.

5050.20 Disability Leave: After forty-five (45) days of continuous disability, and upon written verification from attending physician and Self-Insurance Fund that the disability continues to an unspecified date, employee is then eligible to enter the District Disability Leave Plan and is provided job security for a maximum period of one (1) year from first day of disability.

5050.30 Employee may return to work any time during the disability leave provided the following documentation is submitted:

5050.31 Medical release by attending physician and/or District medical adviser.

5050.32 Medical release by Self-Insurance Fund agency.

5050.40 If California Workers' Compensation Advisory Board grants permanent disability, employee becomes eligible to apply for disability retirement through the San Mateo County Employees Retirement Association, if qualified, and subsequently enter Guarantee Mutual Life Company's long-term disability program when eligible.

5050.50 Disability Leave Payments: Under the District Disability Leave Plan, employee is eligible to receive full salary up to ninety (90) calendar days, not ninety (90) working days.

5050.60 No extension of this time period shall be allowed for any reason.

5050.70 All payments received from Self-Insurance Fund representing the ninety (90) calendar days above, shall be reimbursed to the District.

5050.80 Employees receiving full salary during the ninety (90) calendar days above, shall not accumulate sick or accident leave time or vacation time, but will retain all seniority rights.



5050.90 If California Workers' Compensation Advisory Board determines disability is permanent during this ninety (90) calendar day period of time, employee will discontinue receiving District Disability Leave Plan payments upon date of permanent disability classification.

5050.100 After Expiration of Disability Leave Payments

5050.110 At option of employee, accumulated sick or accident leave time and vacation time may be used in order to provide full salary for a longer period, with continuing Self-Insurance Fund payments reimbursed to the District.



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TITLE: STATE DISABILITY INSURANCE (SDI)

NUMBER: 5060

5060.10 Administered by the State of California, this insurance provides tax-free weekly income when employee cannot work because of non-job related illness or injury. Provisions of this insurance may be found in current pamphlet “State Disability Insurance Provisions” available to all employees. Employee pays cost of insurance in full through payroll deductions.

Issued: November 13, 1990

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TITLE: GROUP LONG TERM DISABILITY

NUMBER: 5070

5070.10 This insurance program provides employee with a monthly income when unable to work due to extended illness or injury. Entry into plan requires satisfactory completion of the required probationary period. The benefit payment eligibility requires compliance with all requirements of insurance carrier which includes 1) a one hundred and eighty (180) day elimination period, (first one hundred and eighty (180) calendar days of each period of total disability, and 2) employee shall exhaust all accumulated sick or accident leave time. Disabled employee may then be eligible to receive payments totaling sixty (67) percent of first \$7,000 basic monthly earnings, reduced by any deductible benefits. Insurance certificate is available to all employees. The District pays cost of insurance in full.

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TITLE: STATE UNEMPLOYMENT

NUMBER: 5080

5080.10 Administered by the State of California, this insurance provides a weekly income to buy necessities when out of work through no fault of employee. Provisions of this insurance may be found in current pamphlet "California's Programs for the Unemployed" (Appendice 5080-1) available to all employees. The District pays cost of insurance in full.

5080.20 Exiting employees will be supplied with a list of available resources to seek continued employment.

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TITLE: VACATION

NUMBER: 5090

5090.10 Current paid vacation is based on completed years of service and is accrued at a rate of:

0 - 2 years of service:	1.000 days/month 12.0 days/year
3 - 6 years of service:	1.250 days/month 15.0 days/year
7 - 11 years of service:	1.625 days/month 19.5 days/year
12 - 15 years of service:	1.875 days/month 22.5 days/year
16 - 25 years of service:	2.000 days/month 24.0 days/year
26 + years of service:	2.080 days/month 25.0 days/year

5090.20 Not more than fifty- (50) days of vacation time may be accrued by the end of a calendar year (December 31st). Vesting is capped at 50 days and accruing will not continue beyond 50 days.

5090.30 No vacation time will be credited to employee until satisfactory completion of required probationary period. Time earned during that period will be available for use after successful completion of probationary period.

5090.40 Paid vacation time cannot be used in advance of earned credit.

5090.50 Vacation time cannot be extended by use of sick or accident leave time.

5090.60 Accrued vacation time will not be converted to monetary payment except upon retirement or termination of employment.

5090.70 Vacation can be taken in increments down to the quarter hour.

5090.80 No vacation time will be credited for periods of absence when on District Disability Leave, State Disability, leave of absence or non-approved time off.

5090.90 Vacation time credits for a partial month worked shall be according to the following schedule:

5090.91 Worked less than 5 days, ½ month's vacation credit will be prorated based on number of days worked.



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5090.92 Worked 5 or more days but less than $\frac{1}{2}$ the total number of working days in that month, the employee is entitled to $\frac{1}{2}$ the normal vacation credit.

5090.93 Worked $\frac{1}{2}$ or more of the total working days in the month, the employee is entitled to the normal vacation credit.

5090.100 Request for vacation time must be recorded on the District leave approval form (Appendix 5090-1), and approved by immediate supervisor in advance of time taken.

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TITLE: SICK OR ACCIDENT LEAVE

NUMBER: 5100

5100.10 Current paid sick or accident leave is earned at the rate of one (1) day per each month worked.

5100.20 Not more than 120 days of sick or accident leave may be accrued.

5100.30 No sick or accident leave time will be credited to employee until satisfactory completion of required probationary period, at which time sick or accident leave days will then be credited retroactively to date of hire.

5100.40 If probationary period is not completed, accrued sick leave time will be forfeited.

5100.50 Paid sick or accident leave time cannot be converted to vacation time.

5100.60 Accrued sick or accident leave time cannot be converted to vacation time.

5100.70 Sick or accident leave is designed to allow employees time off for occasional personal illness. It is not a severance pay plan. Upon separation from the District, an employee will not be paid for accumulated sick leave. Only those employees described in Employee Policy 5110, may convert accrued sick or accident leave to monetary payment. Said conversion plan is not intended to discourage the prudent use of sick or accident leave.

5100.80 Sick or Accident leave may be taken in increments down to the quarter hour.

5100.90 Sick leave pay may not be granted unless the District Manager or immediate supervisor is notified prior to the beginning of the workday of such absence.

5100.100 Evidence, in the form of a physician's treatment verification statement may be required for any absence during the time for which sick or accident leave was requested.



5100.110 Sick leave time may be used for employee medical and dental appointments during working hours.

5100.120 The District Manager or immediate supervisor may authorize an employee to be absent on sick leave for a period of time not to exceed six- (6) regularly scheduled working days for any one instance for such reasons as:

5100.121 To attend to the critical illness of a member of the immediate family where death appears imminent or a sick family member.

5100.122 Arranging for or attending a funeral of a member of the immediate family.

5100.130 For purposes of this section, immediate family shall mean Father, Mother, husband, wife, child, (including adopted child or step child), brother, sister, grandparents, Father-in-law or Mother-in-law.

5100.140 Overdrawn sick or accident time will be first charged against accrued vacation time; after vacation time has been expended, any extension of sick leave or accident leave will be without pay.

5100.150 District holidays, Saturdays and Sundays shall not be counted as any part of sick or accident leave time.

5100.160 Sick or accident leave credits for a partial month worked shall be approved according to the following schedule:

5100.161 Worked less than 5 days (accident leave credited), no sick leave credited.

5100.162 Worked 5 or more days but less than ½ the total number of working days in that month, the employee is credited ½ the normal sick or accident leave.

5100.163 Worked ½ or more of the total working days in that month, normal sick or accident leave credited.

5100.170 Accrued sick or accident leave time may be used for a job related injury until disability has been established.

5100.180 No sick or accident leave will be credited for periods of absence when on District Disability Leave, State Disability, leave of absence or non-approved time off.



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5100.190 Supervisors are responsible for controlling abuse of sick or accident leave privileges - according to the guidelines under “Disciplinary Action”, Series 7000.

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TITLE: SICK LEAVE CONVERSION

NUMBER: 5110

5110.10 Upon service retirement, disability retirement, reduction in force, or death, an employee shall have the benefit of his/her accrued sick leave either in the form of a lump sum payment, or in the form of extended dental benefits, provided a fully executed sick leave conversion form is filed with the District within thirty (30) days from the date of separation from employment

5110.20 Lump sum payment: Sick leave conversion payment is based on the formula, (years of service and % of unused sick leave days paid):

5110.21 Less than five- (5) years of service = 0%

5110.22 Five- (5) years but less than ten- (10) = 10%

5110.23 Ten- (10) but less than fifteen- (15) = 30%

5110.24 Fifteen- (15) or more = 40%

5110.30 Maximum sick or accident leave accrual limited to 120 days.

5110.40 Upon service retirement, disability retirement, reduction in force, or death, an employee or the employee's estate, shall be paid a portion of the employee's unused sick leave at their prevailing hourly rate, up to a maximum of \$7,500 as defined and according to the schedule listed below.

5110.41 Service retirement

5110.411 Selection of "Unmodified County Retirement Plan" or any of the optional retirement plans as established by the San Mateo County Employees' Retirement Association.

5110.412 Retiree shall provide the San Mateo County Mosquito Abatement District with verification from the Administrator of the Board of Retirement that service retirement has been approved and adopted.

5110.42 Disability retirement

5110.421 Eligibility as established by the Board of Directors of the San Mateo County Employee's Retirement Association.



5110.422 Retiree shall provide the San Mateo County Mosquito Abatement District with verification from the Administrator of the Board of Retirement that disability retirement has been approved and adopted.

5110.43 Reduction in force

5110.44 Upon death

5110.50 Continuation of Dental Insurance

5110.51 General. Subject to the availability of such insurance a retired employee may elect to have the cash value of any accrued sick leave, as determined pursuant to subsections 5110.21-24 above, applied by the District toward his/her existing dental insurance plan, in order to extend coverage into retirement for as many weeks, months or years as such money will purchase from such dental insurance as is reasonably available to the District, based on premium rates as are from time to time available to the District; provided, however, under no circumstance will District pay any contribution toward dental insurance premiums for any retired employee or his/her spouse or other dependents. Provided further, that District's administrative and secretarial costs of holding such moneys and processing such insurance and premium payments shall be paid through any interest accruing on such money, which interest the retired employee shall surrender in return for the service provided by the District.

5110.52 Limitations. Such coverage will continue until said monies are expended or otherwise become unavailable for reasons beyond the District's control, or until the retired employee dies, whichever shall occur first. Upon the expenditure of all of said monies, the retired employee may continue coverage by remitting to the District, one month in advance of the premium due date, 100% of his/her premium cost for that period of coverage, for so many periods of coverage as he/she pays 100% of the premium in that fashion. Upon written notification of the death of the retired employee or upon his/her withdrawal from the dental insurance continuation program, District shall no longer be responsible or liable for making dental insurance payments or otherwise procuring or providing dental benefits, and any remaining money shall be remitted to the employee's spouse, beneficiary or heir.

5110.53 No Warranty as to Tax Consequences. Employee understands that the cash value of his/her sick leave is taxable as ordinary income and the District make no representation, warranty or promise regarding the tax consequences of any retirement benefit.



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TITLE: HOLIDAYS

NUMBER: 5120

5120.10 There are thirteen and one-half (13-1/2) paid holidays per year at the employee's regular rate of pay:

New Years Day	Labor Day
Martin Luther King, Jr.	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving Day
Good Friday (1/2 day)	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Christmas Eve (or day after, depending on calendar)

5120.20 Where holidays fall on a weekend, the preceding or following day shall be credited as a holiday. Where work needs warrant, time for holidays may be shifted to a more opportune date by prior agreement. No holiday may be taken beyond the current calendar year.

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TITLE: JURY DUTY

NUMBER: 5130

5130.10 Jury duty is considered an excused absence. An employee summoned for jury duty will receive regular rate of pay up to a maximum of 3 weeks during excused absences and shall be limited to time actually required for jury duty and necessary travel time. Any fees received for jury duty will be reimbursed to the District, except those specifically allowed for mileage and expenses. Jury duty leave will not be charged against vacation time. District Manager can approve additional excused jury absence.

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TITLE: ABSENCE WITHOUT PAY

NUMBER: 5140

5140.10 District Manager may authorize a leave of absence without pay for an employee for a period not less than ten (10) or more than one hundred twenty (120) working days, if satisfactory distribution of the work load can be arranged.

5140.20 Employee shall be responsible for making arrangements for continuance of insurance (medical, dental, and long term disability) since continuity of these programs may be affected by the leave of absence without pay. Retirement contributions will be held in abeyance, as payment cannot be made on an individual basis, and vacation, sick and accident leave cannot accrue when on leave of absence without pay.

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TITLE: MILITARY LEAVE

NUMBER: 5150

5150.10 The District shall comply with provisions of the federal Uniformed Services Employment and Reemployment Rights Act and the Military and Veterans Code of the State of California which govern U.S. military leave of District employees in cases of ordered military duty and the time involved in going to and returning from that duty. Special rules also govern members of the National Guard, as noted herein. A District employee may be eligible for either military leave and/or temporary military leave under the following circumstances:

5150.20 Active Duty (military leave): If an employee has been in the District's service for at least one year prior to the date such absence begins, he/she shall be entitled to take paid military leave for the first thirty (30) calendar days of any such absence, during any one fiscal year, for active duty.

5150.21 District employees on active duty are not entitled to sick or vacation leave accrual or paid holidays, unless in a paid leave status.

5150.22 National Guard members may take such paid military leave for active duty regardless of their length of public service. For National Guard members only, District employees on active duty are entitled to vacation leave accrual and paid holidays for the first thirty (30) calendar days of active service.

5150.30 Training (temporary military leave lasting 180 calendar days or less): If an employee, including any National Guard member, has been in the District's service or a combined military and District service for at least one year immediately prior to the date such absence begins, he/she shall be entitled to take paid military leave for the first thirty (30) calendar days of any such absence, during any one fiscal year, for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises, or like duty.

5150.31 Military reservists may be entitled to temporary military leave for any annual two-week training session (i.e., active duty training) up to the maximum of 30 calendar days per fiscal year.

5150.32 Military reservists may not be entitled to temporary military leave for any inactive duty training (i.e., weekend drills). Employees participating in any inactive duty training exercises during normal work week days will



be required to utilize available vacation, compensation or personal leave hours. Once all available leave hours are expended, the employee will be classified as leave without pay for military leave purposes only.

5150.33 District employees on temporary military leave are entitled to accrue vacation, sick leave and paid holiday for up to a maximum period of 180 days.

5150.40 Paid military leave or temporary military leave pay covers days when the employee would have been scheduled to work or scheduled for paid holiday leave had he/she not been on military leave. In no event shall an employee be paid for time he/she would not have been scheduled to work during said military leave, including weekends. After paid military leave has expended, employee may utilize any available vacation or compensatory time off to continue to receive all or part of his/her salary and benefits. Once the employee expends all such leave, the employee is categorized as on leave without pay.

5150.41 For each employee on leave without pay; all benefits, paid holiday, and vacation and sick leave accruals will cease following the next pay period.

5150.42 For any employee who is on military leave 31 days or longer and in a leave without pay status, the employee will be eligible to continue District health and welfare benefits pursuant to COBRA and in accordance with the District's policy applicable to all unpaid leaves of absence.

5150.43 For any employee who is absent for the purpose of either an examination to determine fitness of the person to perform military duty and /or performing funeral honors as a member of the Army National Guard, Air National Guard or the Ready Reserve, the employee shall be deemed to be on an unpaid leave of absence, unless the employee elects to utilize any available vacation or compensatory time off.

5150.50 Any employee ordered to duty must provide the District with a copy of the specific military order papers. Examples of acceptable military orders are set forth in the Appendice 5150-1 and 5150-1a. The military orders papers will be attached to leave forms and time logs.

5150.60 Any employee returning from ordered duty has an absolute right to be restored to his/her position or if abolished, a comparable position, with the same vacation, sick leave, and holiday privileges and the same rights and privileges to promotion, continuance in employment or reemployment that the employee would have enjoyed had he/she not been absent there from, including non-merit salary increases.



5150.61 After serving in time of war or national emergency, District employees returning from involuntary active duty must seek reinstatement within 6 months after completing his/her military service.

5150.62 District employees returning from military leave or temporary military leave for reasons other than time of war or national emergency, must report to the District according to the following schedule after completion of their military service:

5150.621 For military leave lasting more than 180 days, within 90 days.

5150.622 For military leave lasting between 31 and 180 days, within 14 days.

5150.623 For military leave lasting less than 31 days, no later than the next regular workday.

5150.63 At the time of reinstatement, the employee will be treated as not having incurred a break in service.

5150.64 The employee may chose to catch up on any missed retirement benefits by paying the owed employee contributions according to a schedule where payments are spread out for a period of up to 3 times the length of his/her military leave, but no more than 5 years.



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TITLE: RETIREMENT

NUMBER: 5160

5160.10 Employee must participate in the San Mateo County Employees' Retirement Association. Both the employee and the employer make contributions to the Retirement Association. For information concerning the operation of the system, refer to the current "Retirement System Information" booklet.

Issued: November 13, 1990

Revised: June 13, 2007



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TITLE: CREDIT UNION

NUMBER: 5170

5170.10 Credit Union privileges are available to employees, and to eligible family members, through either the San Mateo County Employees' Credit Union or the Provident Central Credit Union. Both lending and saving services are provided, with transactions usually by payroll deductions. Participation is subject to Credit Union requirements.

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TITLE: DEFERRED COMPENSATION

NUMBER: 5180

5180.10 Employee may participate in the deferred compensation plans offered through the District upon satisfactory completion of the required probationary period, subject to the conditions set forth in the "Employees Deferred Compensation Plan" on file.

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TITLE: PERSONAL LEAVE

NUMBER: 5190

5190.10 The District grants 16 personal leave hours, (2 work days) to each full-time employee at the beginning of each calendar year

5190.20 Request for approval must be submitted to the District Manager or immediate supervisor on a District Leave Approval Form (See Appendice 5090-1) a minimum of twenty-four (24) hours in advance.

5190.30 Non-exempt employees may take personal leave in increments down to the quarter hour. Exempt employees must take personal leave as a full day.

5190.40 Personal leave will be available to employees after three months of employment. If employee does not complete the recommended probationary period, no payment for unused personal leave hours will be credited to employee upon leaving employment.

5190.50 Unused personal leave hours will not be carried over to a new year.



TITLE: VISION INSURANCE

NUMBER: 5200

5200.10 Vision Services Plan (VSP) provides vision care for all regular Full-time employees. Vision Insurance takes effect on the first day of the month following the employee's successful completion of the required probationary period.

5200.20 The District provides coverage for the primary enrollee and spouse as well as dependent children to age 19 and full-time students to age 23. For additional information on the program benefits, refer to current pamphlet. **NOTE:** Increase premium costs are subject to provisions of the currently adopted "Memorandum of Understanding"



POLICIES AND PROCEDURES EMPLOYEE MANUAL

TITLE: Employee Wellness Benefit

NUMBER: 5201

5201.10 The District will reimburse all regular, permanent employees in an amount not to exceed \$1,200.00 per year for eligible services and activities that directly relate to their health and wellbeing. The expense reimbursement is a receipt-based reimbursement plan that shall become effective July 1, 2022, and shall terminate on June 30, 2025, unless extended by formal action of the Board of Trustees.

This wellness benefits program promotes the health and wellbeing of regular, permanent employees by encouraging self-care and an active lifestyle. Improved health and fitness enhance employees' sense of wellness and reduce future medical issues, costs, and time off work.

5201.20 The following items are covered by this policy:

5201.201 Memberships. Health/fitness club memberships, initiation fees, registration fees, sports clubs, and tournament fees.

5201.202 Classes. Classes, lessons, personal training, nutrition counseling, and programs related to physical fitness for which comparable services are not provided by another employee benefit.

5201.203 Equipment and Technology. Fitness trackers and fitness related wearables, health apps, and exercise subscriptions.

5201.204 Ineligible Expenses. Family memberships, classes, and apps (only the employee's prorated portion will be paid). Sports attire, apple watches, sunglasses, cell phones and tablets, headphones, computer equipment, furniture, and home appliances, vitamins and supplements, health spa treatments and related products, meals or snacks, or similar supplies or services are examples of items that are not eligible for reimbursement under this Policy.

5201.30 Reimbursements shall be paid annually, upon completion of a Health/Wellness expense reconciliation form. Such form must be submitted prior to December 1 of the current calendar year along with receipts that provide evidence of the date, amount, nature, and proof of purchase. If an item is canceled or returned after you receive reimbursement, the funds can either be applied to another eligible wellness item or must be

returned to the District within 30 days. All forms for reimbursement shall be available in the Finance Administrator's office. The amount reimbursed shall be considered taxable income unless not required by applicable tax rules. The reimbursement benefit shall not roll over to the following year. Any amount not used by the end of the year shall be forfeited.

5201.301 Expense reimbursements are not considered salary and, therefore will not be considered by SamCERA when calculating pension compensation

5201.302 Reimbursement will be taxed in accordance with IRS guidelines

5201.31 The District Manager shall be responsible for the form and information required to claim reimbursement for this benefit. The District Manager's determination of whether an expense qualifies for this benefit shall be final.

Issued: June 13, 2022

Reviewed by Legal: May 2022

Approved by Board:



TITLE: RETIRED EMPLOYEE BENEFITS

NUMBER: 6000

6000.10 Once employees satisfy certain eligibility requirements as determined by the Board, retired employees will be monetarily compensated to offset the cost of health care insurance. Retired employees shall be responsible to elect and purchase their own health coverage with this contribution payment.

6000.20 The District makes no warranty as to tax consequences of retired employee benefits.

6000.30 Employees who have retired prior to June 2004 are bound by the memorandum of understanding dated June 15, 2004.

Issued: November 13, 1990

Revised: June 13, 2007



POLICIES AND PROCEDURES EMPLOYEE MANUAL

TITLE: RETIRED EMPLOYEES HEALTH BENEFITS

NUMBER: 6010E

6010.10 For purposes of this section, retired employees are full-time regular employees and/or part-time regular employees (or “permanent part-time employees”) who have either retired due to physical disability or qualified for retirement from active district employment under the requirements set forth in the current San Mateo County Employees’ Retirement Association pamphlet. Part-time regular employees (or “Permanent Part-time Employees”) are eligible for pro-rated benefits, in accordance with the number of hours worked per week. If there is any discrepancy between this section as to eligibility and the applicable benefit documents, the applicable benefit documents shall control.

6010.20 The District shall make monetary contributions to a Health Reimbursement Arrangement (HRA) Account from which eligible retired employees can be reimbursed to offset the cost of health care insurance premiums. Retired employees shall be responsible to elect and purchase their own health insurance coverage and may seek reimbursement for the costs of their own health insurance premiums only (Premiums). Reimbursement will be provided in the amounts specified in sections 6010.21, 6010.22, and 6010.32 following IRS Guidelines and applicable eligibility requirements as determined by the District by submitting claims to the District’s Health Reimbursement Arrangement (HRA). The District’s HRA administrator is currently MidAmerica Administrative & Retirement Solutions (MidAmerica), and is subject to change in the future. Retired employees shall be subject to all terms and conditions of the HRA, including, but not limited to the conditions for eligibility, the claims procedure and appeal process. The District will make contributions to the retired employee’s HRA account in order to allow the retired employee to receive reimbursements each year for their own health insurance premiums, up to the amount in the following schedule, calculated at the time of retirement:

6010.21 DISABILITY RETIREMENT WITH LESS THAN TEN- (10) YEARS OF SERVICE as outlined in the San Mateo County Employees’ Retirement Association pamphlet:

6010.211 Job connected, regardless of service, is 25% of the health care premium contribution amount defined in section 6010.312.

6010.212 Non-job connected, after five (5) years of service is 25% of the health care premium.

6010.22 EMPLOYMENT SERVICE OR DISABILITY RETIREMENT AFTER TEN- (10) YEARS OF SERVICE as outlined in the San Mateo County Employees' Retirement Association pamphlet:

6010.220 Less than ten (10) years of service, there shall be no District contribution toward health care premium

6010.221 at least ten (10) but less than sixteen (16) years of service is 50% of the health care premium contribution amount defined in section 6010.312.

6010.222 at least sixteen (16) but less than twenty (20) years of service is 75% of the health care premium contribution amount defined in section 6010.312.

6010.223 Twenty (20) years or more of service is 100% of the health care premium contribution amount defined in section 6010.312

6010.30 The District contribution based on 6010.20 is as follows:

6010.31 Retired employee less than the age of Medicare eligibility.

6010.311 Contribution to the HRA described in Sections 6010.21 and 6010.22 starts with the first month that the employee retires and continues until the retired employee reaches the age of Medicare eligibility or death, whichever comes first. At the age of Medicare eligibility, this phase of the retired employee health care benefit is concluded because the employee will enroll in Medicare and the District places the retired employee into a new phase of the District's retired health care support which is outlined in Policy 6010.32.

6010.312 The health care premium used to calculate the schedule of annual reimbursement amounts specified in Sections 6010.21 and 6010.22 is determined at the time of retirement and is based on the average cost of the employee-only medical premiums in the health care plans available to active District employees through the Fire Districts Association of California Employment Benefits Authority (FDAC EBA) or subsequent medical insurance providers.

6010.32 Retired employee at the age of Medicare eligibility:

6010.321 Contribution to the retired employee's HRA described in Section 6010.322 starts when the employee is eligible to enter the Medicare-funded health care program and continues until the retired employees' death.

6010.322 The District will make contributions to the retired employee's HRA account in an amount that will allow the retired employee to receive

reimbursement each year for their own health insurance premiums up to the percentage of the Medicare Part B premium specified below, based on the applicable years of District service:

- 0%: Less than ten (10) years of District service;
- 50%: At least ten (10), but less than sixteen (16) years of District service;
- 75%: At least sixteen (16), but less than twenty (20) years of District service;
- 100%: Twenty (20) or more years of District service.

Notwithstanding the above, a retired employee on a disability retirement, with a service-related disability, shall be eligible for reimbursement of their own health insurance premiums up to 25% of the Medicare Part B premium, regardless of the number of years of District Service.

6010.33 When the retired employee dies, the District shall continue to make contributions to an HRA account to allow the surviving spouse to receive the same reimbursement amounts that would have been provided to the retired employee for four (4) years following the retired employee's death in accordance with applicable rules and requirements of the HRA provider.

6010.40 Retired employees are responsible for selecting and purchasing their own insurance coverage. All decisions as to the type of coverage to be provided to retired employees by the health plan carrier shall be made exclusively by and between the health plan carrier selected by the retired employee and the retired employee. The District shall not assume any responsibility relating to, or resulting from, converted policies or serve as intermediary between the retired employee and the health plan carrier. Changes in the health plan provisions, policies, rules, regulations, or changes in health plan carriers may affect any or all sections of these provisions in this Employee Manual.

6010.50 The District makes no warranty as to tax consequences of retired employee benefits.

Issued: November 13, 1990
Revised: June 13, 2007
Related changes to retiree benefits adopted by the Board on March 9, 2011
Legal Review April 2018
Revised and Board Approval May 8, 2019



POLICIES AND PROCEDURES EMPLOYEE MANUAL

TITLE: RETIRED EMPLOYEES MEDICAL EXPENSE COVERAGE

NUMBER: 6020E

6020.10 For retired employees who are eligible under Policy 6010E of the Employee Manual, the District agrees to make contributions to a Health Reimbursement Arrangement Account on behalf of the retired employee from which the retired employee can be reimbursed up to a maximum of five hundred dollars (\$500) annually per retired employee, upon presentation of sufficient proof of actual cost of out of pocket expenditures for any medical expenses within the meaning of applicable rules and regulations, which include, but are not limited to prescription drugs, laboratory tests, X-rays, MRI's and copays (collectively, "Prescription"), not covered under a health conversion plan at the time of retirement until the retired employee reaches the age of Medicare eligibility (currently 65 years of age).

Retired employees shall be responsible to elect and purchase their own health insurance coverage and will be reimbursed for Prescriptions purchased for themselves only following IRS guidelines and applicable plan and other eligibility requirements by submitting claims to the Health Reimbursement Arrangement Account established by the District for this purpose. The current HRA provider is MidAmerica Administrative & Retirement Solutions (MidAmerica), and is subject to change in the future. Retired employees shall be subject to all terms and conditions of the HRA, including, but not limited to the conditions for eligibility, the claims procedure, and appeal process.

6020.20 When the retired employee is eligible to enter Medicare, the District contribution to the retired employee's Prescription HRA account will increase to allow the retired employee to be reimbursed up to a maximum of one thousand dollars (\$1,000.00) annually for any medical expenses within the meaning of applicable rules and regulations, which include, but are not limited to, prescription drugs, laboratory tests, X-rays, MRI's and copays. All terms and conditions of the District's retiree Prescription HRA shall continue to apply.

Issued:	November 13, 1990
Revised:	June 13, 2007
Legal Review	April 2018
Revised and Board Approval	May 8, 2019



TITLE: PROGRESSIVE DISCIPLINE

NUMBER: 7000

7000.10 The District maintains a progressive discipline policy to ensure a fair method of disciplining employees. The progressive discipline policy is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling, and one or more written warnings, before disciplinary action as defined below, are taken. However, exceptions may occur whenever the District Manager deems that circumstances warrant that one or more steps in the process be omitted. Accordingly, circumstances may sometimes warrant immediate discharge from service.



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TITLE: DISCIPLINARY ACTION DEFINED

NUMBER: 7010

7010.10 As used in these personnel policies, “Disciplinary Action” shall mean written or verbal reprimands, discharge, demotion, or suspension. Written or verbal reprimands are not subject to appeal right.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: CAUSES FOR DISCIPLINARY ACTION

NUMBER: 7020

7020.10 Rules outlining impermissible conduct of employees are necessary for the orderly operation of any business and for the benefit and protection of the rights and safety of all employees. Examples of impermissible conduct that may lead to disciplinary action are identified below to promote understanding of what is considered unacceptable conduct. However, it is impossible to provide a complete list of types of conduct that may result in disciplinary action. The following list, therefore, contains examples of conduct that may lead to imposing disciplinary action.

7020.11 Fraud in securing appointment.

7020.12 Inexcusable neglect of duty.

7020.13 Insubordination by refusal or willful failure to obey any lawful and reasonable order or directive made or given by any supervisor or officer.

7020.14 Dishonesty by any misuse or misappropriation or attempted misuse or misappropriation of District funds or District property, by the rendering of any false statement or report to the District or Supervisor, or by the willful omission to report information or to disclose facts which the duties of the position require to be reported or disclosed.

7020.15 Reporting to work under the influence of alcohol or restricted substances or drugs, or buying, selling, or using it on District property or at a worksite. Employees taking prescription or over-the-counter medication, which may affect the ability to perform, must advise their supervisor to determine whether the employee will be able to work.

7020.16 Failure to perform the duties of the position.

7020.17 Unexcused absences or persistent absenteeism.

7020.18 Discourteous treatments or misconduct toward the public or other employees.

7020.19 Improper political activity as defined by state law.

7020.20 Harassment as defined in this .

7020.21 Physical fighting during work hours or on a worksite.



-
- 7020.22** Carrying or using firearms or any other weapon on District property or during working hours.
- 7020.23** Violation of District safety rules or other failure to perform work in a safe manner.
- 7020.24** Misuse of District property.
- 7020.25** Violation of any of the provisions of this or other District rules and regulations.
- 7020.26** Refusal to take or subscribe to any oath or affirmation, which is required by law in connection with his/her employment.



TITLE: WRITTEN NOTICE OF INTENDED DISCIPLINARY ACTION

NUMBER: 7030

7030.10 The District Manager may take disciplinary action against an employee for one or more of the causes specified in this by notifying the employee in writing of the violation.

7030.20 Written notice will be served on the employee and shall include:

7030.21 A statement of the nature of the disciplinary action.

7030.22 The effective date of the penalty.

7030.23 A statement of the causes thereof.

7030.24 A statement in ordinary and concise language of the acts or omissions upon which the causes are based.

7030.25 A statement advising the employee that files and records bearing on the matter are available for the employee's inspection.

7030.26 A statement advising the employee of his/her right to respond, either orally or in writing to the District Manager.



TITLE: EMPLOYEE RESPONSE

NUMBER: 7040

7040.10 Regular employees shall have the right to respond either orally or in writing, to the District Manager and have the response considered prior to the discipline being imposed. Such a response must be made, if oral, or filed, if written, with the District office within five (5) working days after receipt of the written notice of the proposed disciplinary action. Failure to make a response within such period constitutes a waiver of the right to respond; however, a failure to respond shall not affect the employee's right to appeal the disciplinary action

7040.20 Upon receipt of a timely response filed by the employee, whether oral or written, and after giving consideration to the response or upon expiration of the response period if the employee has not filed a response, the District Manager may dismiss the pending disciplinary action or proceed to impose the original disciplinary action or modify disciplinary action by serving the employee with a written Order of Disciplinary Action.



TITLE: RIGHT OF APPEAL

NUMBER: 7050

7050.10 Any regular employee shall have the right of appeal to the Board of Trustees, from any Order of Disciplinary Action. Such appeal must be filed with the District office within ten (10) working days from the date the Order of Disciplinary Action is filed. The employee will be provided a copy of the signed and dated “Right of Appeal” forms. Failure to file an appeal within such period constitutes a waiver of the right of appeal. The appeal must be in writing.

7050.20 The provisions concerning discipline in this shall not apply to reductions in force, reductions in pay, which are part of a general plan to reduce or adjust salaries and wages, temporary employees, or probationary employees

7050.30 Written or verbal reprimands are not subject to “Right of Appeal”.



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TITLE: HEARING

NUMBER: 7060

7060.10 The Board, or Committee of the Board, shall conduct a hearing on the appeal within twenty (20) days after receipt thereof. The Board/Committee may continue the hearing either for the convenience of the Board/Committee or upon written application of the appellant for a period not to exceed an additional twenty (20) days from the receipt of the appeal. Written notice of the time and place of the hearing, and any continuance thereof, shall be given to the appellant. Such hearings shall be conducted in accordance with the provisions of Section 11513 of the Government Code, and the parties may submit all proper and pertinent evidence against or in support of the causes. The hearing shall be closed except to necessary parties unless the employee requests, in writing, that the hearing be open to the general public. The Board may elect to contract with an independent hearing officer to conduct the hearing. The Board of Trustees or its designate will provide a written report to the employee of their findings and final decision.

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TITLE: NOTICE OF WITNESSES - COSTS

NUMBER: 7070

7070.10 The Board shall issue subpoenas for the appearance of witnesses for the appellant upon his/her written request and at the appellant's cost. The Board may require such costs to be prepaid and the same shall be limited to the fee and mileage of witnesses as set forth in Sections 11510, 68093, 68097 of the Government Code.



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TITLE: FAILURE OF EMPLOYEE TO APPEAR AT HEARING

NUMBER: 7080

7080 Failure of the appellant to appear at the hearing shall be deemed a withdrawal of his/her appeal and the action of the Board shall be final.

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TITLE: **DECISIONS**

NUMBER: **7090**

7090.10 The Board may affirm, modify, modify with conclusions or revoke the Order of Disciplinary Action. The decision of the Board shall be final for all purposes.

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TITLE: SERVICE BY MAIL

NUMBER: 7100

7100.10 In the event that any notice required by the provisions of this Section to be served upon the employee personally cannot be affected by reason of the employee being unavailable for such personal service, such notice may be served upon said employee by certified mail, postage prepaid, and deposited in the United States mail. Such notice shall be effective and constitutes receipt by the employee upon the deposit in the United States Post Office.

Issued: November 13, 1990
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TITLE: HARASSMENT OF EMPLOYEES

NUMBER: 8000

8000.10 San Mateo County Mosquito Abatement District is committed to a work environment where people treat one another with care and respect. Consistent with these values, the District is committed to providing a work environment free of all forms of discrimination and harassment. Harassment in any form, including actions, words, jokes or comments based on race, color, national origin, ancestry, disability, mental condition, marital status, sex, sexual orientation, or age, is prohibited. Those subject to this policy include all employees, supervisors, managers, volunteers, and Trustees.

Because the District is committed to a workplace free of harassment of any kind, the District's policy sets a higher standard for behavior than is set by the law. Under both federal and state law, illegal harassment occurs when it is based on a person's protected class (race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, or age) and the harassment reaches a level that is sufficiently severe or pervasive to alter a person's working conditions. However, the District's policy against harassment covers all harassing and discriminatory behavior based on a person's protected class whether or not it would be found to be illegal. This policy reflects the District's desire to maintain a work environment that is harmonious and productive. Those found to have violated the District's policy will be subject to corrective action, which is commensurate with the severity of the offense.

8000.20 Retaliation: Retaliatory conduct exists when a person is subject to discipline, denied promotion, or is simply shunned as a result of bringing a complaint of harassment or participating in an investigation.

Retaliation against a person bringing a complaint or against a person participating in an investigation of a complaint is strictly prohibited. A person bringing a complaint of harassment or supporting a claim of harassment cannot be treated differently or punished in any way for bringing the complaint. Those engaging in retaliatory behavior will be subject to discipline up to and including termination.



TITLE: TYPES OF HARASSMENT

NUMBER: 8010

8010.10 Harassment on the basis of race, color, sexual preferences, national origin, religion, sex, physical handicap, age, pregnancy or status as a disabled veteran or veteran of foreign wars is unlawful harassment and will not be tolerated by the District. This policy prohibits unlawful harassment in any form including verbal, physical, visual and sexual.

8010.11 Verbal Harassment may include, but is not limited to, vulgar remarks, implied or connotative meanings, jokes, threats of bodily harm, or any other form of physical contact on the basis enumerated above.

8010.12 Physical Harassment may include, but is not limited to, hitting, shoving, pushing, impeding or blocking movement, or any other form of physical contact on the basis enumerated above.

8010.13 Visual Harassment may include, but is not limited to, leering, making derogatory gestures, displaying of derogatory posters, cartoons, or drawings on the basis enumerated above.

8010.14 Sexual Harassment may include, but is not limited to, unwelcome sexual contact or the threat of sexual contact, continual or repeated abuse of a sexual nature including, but not limited to, graphic commentaries of the victim's body, sexually degrading words used to describe the person, propositions of a sexual nature, or the display of sexually offensive pictures or objects, uninvited sexual teasing, jokes, remarks or questions or threats of insinuation that the lack of sexual submission will adversely affect the victim's employment, wages or other conditions of the victim's livelihood.

8010.20 And behavior or action may constitute harassment if:

8010.21 Submission to the conduct is either an explicit or implicit term or condition of employment; or

8010.22 Submission to or rejection of the conduct is used as a basis for an employment decision (hiring, promotion or transfer) affecting the person rejecting or submitting to the conduct; or

8010.23 The conduct has the purpose or effect of substantially interfering with an affected person's work performance, or creating an intimidating, hostile or offensive work environment.



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TITLE: DISCIPLINE FOR UNLAWFUL HARASSMENT

NUMBER: 8020

8020.10 All harassing behavior is considered misconduct and may subject an employee to disciplinary action including immediate discharge from service.

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TITLE: HANDLING HARASSMENT COMPLAINTS

NUMBER: 8030

8030.10 Any employee believing he/she is a victim of harassing behavior by a co-worker, supervisor, vendor or member of the public should promptly notify and report the facts of the incident(s) and the names of the individual(s) involved to their immediate supervisor. In the event the complaint involves the immediate supervisor, the employee shall report the incident(s) to the District Manager.. In the event the complaint involves the District Manager, the employee shall report the incident(s) to their immediate supervisor for escalation to the President of the Board of Trustees for appropriate action. Employees who observe, hear, or learn of any harassment are asked to report any such harassment to the District Manager. ALL complaints of harassment will be investigated. Special privacy safeguards will be applied in handling harassment complaints.

8030.20 The employer will retain documentation of all allegations and investigations and will take appropriate corrective action including disciplinary action if justified, to remedy all violations of this policy. Retaliation for reporting of harassing behavior is contrary to the law and will not be condoned.



TITLE: STATEMENT OF PURPOSE

NUMBER: 9000

9000.10 Procedure is hereby established to permit systematic consideration of an individual employee grievance. The object of this procedure is to resolve grievances as informally as possible and within the organization, unit, and level in which the grievance has arisen. The grievance procedure is intended to assure a grieving employee the right to present his/her grievance without fear of disciplinary action or reprisal by his/her Supervisor or department head. The grieving employee must observe the provisions and rules of the grievance procedure.

Issued: November 13, 1990

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TITLE: GRIEVANCE SCOPE

NUMBER: 9010

9010.10 A grievance is a perceived injustice to or a violation of the individual employee's rights, benefits, or privileges associated with conditions of employment. It may include work assignments, disagreements between employees and supervisors, interpretation of policy, denial of salary increases, and problems over which the employee's department has jurisdiction.

9010.20 Excluded from the grievance procedure are:

9010.21 Subjects involving the amendment or change of Board of Trustee's resolutions or minute orders.

9010.22 Subjects involving managerial or budgetary concerns, which have other means of appeal.

9010.23 Appeals from disciplinary actions and harassment complaints as they are covered in other sections of this employee manual.



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TITLE: SUBMISSION OF GRIEVANCE

NUMBER: 9020

9020.10 Any individual employee shall have the right to present a grievance. If the grievance involves a group of employees or if a number of employees file separate grievances on the same matter, the grievance will be handled as a single grievance.

Issued: November 13, 1990

Revised: June 13, 2007



TITLE: INFORMAL GRIEVANCE PROCEDURE

NUMBER: 9030

9030.10 If an employee feels that he/she has a problem or grievance relating to his/her work situation he/she shall present the grievance to his/her immediate supervisor within ten (10) working days from the occurrence, which gave rise to the problem. The immediate supervisor shall meet with the employee(s) and discuss the problem in an effort to clarify the issue and to cooperatively work towards a settlement. The immediate supervisor shall verbally present his decision. If such discussion fails to resolve the matter the employee or group of employees and the supervisor should then discuss the problem with the District Manager within three (3) working days of the immediate supervisor's decision. Every effort should be made to find an acceptable solution by informal means at these levels.



TITLE: FORMAL GREIVANCE PROCEDURE

NUMBER: 9040

9040.10 If the problem is not settled through informal discussion, the employee may formally submit a grievance to the District Manager within five (5) working days of the informal discussion and the decision of the District Manager. Such grievance shall be submitted in writing on the San Mateo County Mosquito Abatement District Grievance Form.

9040.20 The employee may request the assistance of another person of his/her choosing to represent him/her at the formal grievance procedure, or he/she may be represented by a recognized employee organization of which he/she is a member. The employee and his/her representative may use a maximum of two hours work time in preparing the grievance form.

9040.21 First Level of Review

9040.211 If the decision of the District Manager does not dispose of the grievance, the employee may within five (5) working days deliver the original form to the District Manager for presentation to the Grievance Committee.

9040.22 Second Level of Review

9040.221 Provided the written statement of the Grievance Committee does not satisfactorily dispose of the grievance, the employee may, within three (3) working days after receipt of the Grievance Committee's decision, appeal the decision to the Board by delivering the original form to the District Manager. A letter of explanation must be submitted with the original form setting forth in detail the grounds of appeal. The hearing shall be conducted during a regularly scheduled Board meeting. The Board will record its decision on the grievance form at the earliest possible date. The Board's decision shall be final and binding. The District Manager shall furnish a copy of the Board's decision to the petitioning employee, Chairman of the Grievance Committee, and the immediate supervisor concerned.



TITLE: BASIC RULES

NUMBER: 9050

9050.10 BASIC RULES FOR GRIEVANCES

9050.11 If an employee does not present his/her grievance, or does not appeal the decision rendered regarding his/her grievance within the prescribed time limits, the grievance shall be considered resolved.

9050.12 If a District representative does not render a decision to the employee within the time limits, the employee may, within five (5) working days thereafter, appeal to the next level in the procedure.

9050.13 If it is the judgment of any management representative that he/she does not have authority to resolve the grievance, he/she may refer the grievance to the next level in the procedure.

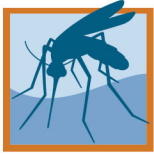
9050.14 The District Manager may temporarily suspend grievance processing on a Department-wide or District-wide basis in an emergency situation. An individual employee or a recognized employee organization, which represents an employee having their grievance suspended, may appeal this decision to the Board.

9050.15 Upon written consent of both parties to a grievance, the time limitations at any level in the procedure may be extended.

9050.16 By mutual agreement, a grievance may revert to a prior level for reconsideration.

9050.17 Discharge, suspensions, and demotions should be appealed under Discipline Section 7040 of this employee manual.

9050.18 Disciplinary action is not subject to grievance process.



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

Appendix to the District Policy Manual

DISTRICT POSITION DESCRIPTIONS



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

ACCOUNTANT

Definition

Under the general direction of the Finance Director, this person performs a variety of financial, administrative, secretarial, and clerical work that may require investigative and independent judgment. Receives specific and daily direction from the Finance Director.

This position handles matters that are confidential in nature. This position will work on clerical, budgeting, payroll, bookkeeping, record keeping, filing and data processing functions of the District under the direct supervision of the Finance Director.

Work includes utilization of accounting software for general ledger, accounts payable, accounts receivable, payroll, inventory, fixed assets and financial statements.

Qualifications

Education equivalent to graduation from an accredited four-year college with a degree in finance or accounting.

Minimum 3 years experience as an accountant, administrative secretary or bookkeeper with increasing levels of responsibility.

Minimum of 1 year experience as a payroll bookkeeper.

Minimum of 1 year experience in performing tax computations.

Valid California Driver's license and satisfactory driving record insurable under the guidelines of the District's insurance carrier - Vector Control Joint Powers Agency (VCJPA). License must be maintained throughout employment. This position may or may not require operation of a District vehicle.

Knowledge and Abilities

Intermediate computer experience in using computer software programs in Windows, including but not limited to, QuickBooks Accounting, Word Processing, Spreadsheets, and Access database programs.

Working knowledge of office equipment, including but not limited to, computers, copiers, calculators, postage meters, printers, scanners, telephone systems, alarm systems and fax machines.

Ability to communicate with the public in a clear, courteous and professional manner and a team player.

Ability to transcribe recorded messages, compose general office correspondence and type a minimum of 50 words per minute and fill out forms and reports in a neat and clear manner.

Possesses reading skills to understand English composition as used in general correspondence.

Ability to compose and proof correspondence for proper usage of grammar, spelling, vocabulary, and punctuation.

Willingness to maintain expertise in office and computer technology and to represent staff to various trustee or financial meetings.

Duties and Responsibilities

Supports the preparation of annual budget and tracking of all revenue and expenditures and other related job functions as directed by the Finance Director.

Performs proper accounting practices for general ledger, accounts payable, accounts receivable, payroll, cash management and all related financial job functions as directed by the Finance Director.

Assists with tax return preparation and tax payments related to Payroll.

Assists the Finance Director (Human Resources Representative) with all personnel, fringe benefit and worker's compensation processes, inquiries, and procedures.

Assists the Finance Director with various office tasks and procedures as assigned.

Assists the Finance Director with the District's mobile telephone program and may communicate with field and staff employees with a two-way radio.

Under the direction of the Finance Director, orders and stocks office supplies.

Assists with visitors, vendors, deliveries and inquiries as necessary.

Assists with answering the telephone, interviews and screens callers, records service requests, processes incoming faxes, mail, packages, and processes voice mail messages as necessary.

Assists with the District's web site.

Participates in public relations and community education programs; attends and participates at local community events including public fairs.

Assists in preparation of educational materials for distribution including printing and stocking brochures used in the public relations program.

Assists in preparation of new forms and revises existing forms and maintains a supply of forms required.

Operates office machines, which include a computer, calculator, and copy machines, fax machine, postage meter, and typewriter. Includes basic maintenance.

Types letters, reports, and other finished copy from rough drafts, marginal notes, general instructions, or machine transcription; assembles information from various sources; arranges material into proper format; corrects grammar, punctuation and spelling; proofreads finished copy.

Environmental Demands

Outside:	Seldom works outside in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Inside:	Almost always works indoors in temperature-controlled environment.
Fumes/Gases:	Exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies.
Noise/Vibration:	Office Machines and carpet vacuum.

Mental Demands

Reading:	Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for office equipment.
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Writing:	Writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations as required for general accounting practices. Ability to apply concepts such as fractions and percentages to practical situations as required for general accounting practices.
Attention to Detail:	High level concentration and attention to detail for extended periods of time required to perform general accounting practices and to produce reports, documents, correspondence, and inputting data in various databases.
Repetition:	Routing daily work practices, including keyboarding, answering telephones, and operation of other office machines, filing, etc.
Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to relate cooperatively with members of the public and District personnel.
Communication Skills:	Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift boxes off shelves or remove office equipment during normal daily activity. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down. Must be able to move quickly within the office or in the fishpond areas and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires constant operation of a computer, telephone, and other office equipment for extensive periods of time. Mobility of arms to reach

and dexterity of hands to grasp and manipulate small objects. Be able to provide clear verbal communications.

- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment, boxes of paper, and supplies weighting 20 lbs. to 30 lbs.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. While supporting operations, may require carrying fishpond equipment from 2 lbs. to 20 lbs. while collecting fish for residents. Assists in office programs by lifting supplies and equipment from 30 lbs. to 50 lbs. without assistance.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine office and safely operates in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday

Non-Exempt Employee Status

Hourly Compensation Range

Class:	Administration
Category:	Accountant
Position Steps:	Seven
Range:	See current Salary Scale

Revised: July 29, 2011



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

ASSISTANT MANAGER

Definition

Under the general direction of the District Manager, the Assistant Manager is responsible for the management of the Operations Department and its staff. The Assistant Manager plans, organizes and directs the District's Operations program. In addition, the Assistant Manager is an integral member of District management team that assists the District Manager in planning, organizing, directing and evaluating the District's intra-agency programs (i.e., Operations, Laboratory, and Finance).

Qualifications

Bachelor of Science or Bachelor of Arts degree from an accredited College or University is required. A Bachelor's degree in entomology, biology, ecology, or other closely-related field is strongly preferred.

Minimum of five (5) years of field experience in mosquito and/or vector control or equivalent disciplines.

Individuals appointed to the position must obtain certificates of competency issued by the State of California Department of Health Services entitled "Certified Technician – Mosquito Control", "Terrestrial Invertebrate Vector Control", and "Vertebrate Vector Control" (Licenses A, B, C, D) as a condition of continued employment within one year of their original date of hire. Certification must be maintained throughout employment.

Demonstrated wide-ranging experience in using public health pesticides, including application, safety, health effects, and overall hazards to animals and plant life.

Demonstrated skills in supervising and instructing all levels of personnel.

Demonstrated ability to supervise and implement general insect surveys and specific vector surveillance and control programs.

General knowledge of research techniques and investigative methods.

Valid California Drivers License and satisfactory driving record insurable under the guidance of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Persons selected for appointment will be required to pass a pre-employment medical examination including pre-employment drug testing and a thorough criminal and civil background check.

Other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the foregoing.

Duties and Responsibilities

This single position serves as an administrative extension of the Manager and has both management and supervisory responsibilities and may be called upon to interpret directives to staff and to give authoritative advice and direction in accordance with his/her interpretation of the position of the Manager on specific issues.

Assistant Manager acts on behalf of the Manager in the Manager's absence while using the good judgment to defer appropriate matters to the Manager.

Assistant Manager manages the Internal Control Audit Review Counsel on oversight of the Financial Internal Control Program and oversight of the Finance Director's completion of the annual fiscal audit.

Assists the Manager in recruiting, selecting, counseling, evaluating, and disciplining personnel.

Works with other governmental agencies and private organizations to coordinate and facilitate the goals of the District.

Advises and participates in the development and implementation of District goals, objectives, policies and priorities; confers with, advises and directs District staff regarding policy, personnel and operation issues; reviews and advises on staff reports prepared for presentation to Board of Trustees.

Manages mosquito and vector surveillance and control operations.

Implements the vector control technicians remaining responsible for surveillance and control strategies within their zones.

Coordinates annual/periodic performance evaluations of vector control technicians and temporary employees.

Coordinates vector control programs with all applicable state, county, and city agencies to ensure collaborative efforts are utilized and vector control activities are coordinated.

The Assistant Manager serves as the Chair of the District's Safety Committee. The Safety Committee is responsible for conducting safety meetings, inspection of the District's facility and vehicles, and ensuring all safety training and practices are utilized. In addition, the Assistant Manager provides or directs monthly training on new surveillance and control equipment, and various field operations.

Handles difficult or problem situations arising from field related operations and complaints.

Instrumental in the management of technical phases of strategic program planning and delivery for the field operation programs.

Instrumental in the development and direction of programs to reduce or eliminate environmental factors favorable to vector production.

Supports the Laboratory Director and District Manager in public relations, community education programs, and in laboratory operations and disease surveillance as needed, and in reviewing and providing periodic reports to District Manager and Board of Trustees.

Manages and coordinates maintenance of pesticide dispersal equipment and vehicles.

Coordinates and oversees the in-house maintenance for all buildings, as well as oversees the operational side of large maintenance projects.

Responsible for the prompt response of mosquito control technicians for all service requests and routine larval surveillance and control.

Manages the quality assurance evaluations of rodent baiting contracts between cities and/or county and local pest control companies.

Attends meetings and conferences as directed by the District Manager.

Manages the housekeeping (in-house) tasks for operational buildings.

Manages the general security of District buildings and vehicles.

Knowledge, Abilities and Skills

Should have knowledge of entomology and mosquito and vector control practices, including natural history and ecology of vectors; pesticides and their application and effects, including hazards to animal and plant life; and vector-borne disease prevention and control methods and techniques.

Knowledge of labor laws and principles and practices of management and administration and know how to apply them.

Knowledge of federal, state and local laws and codes, rules and regulations pertaining to mosquito and vector control, organization structure of state and local governments, and water reclamation and management techniques as they relate to vector control is required.

Ability to establish and maintain effective working relationships with governmental agencies, private organizations and the general public.

Ability to communicate with the public in a clear, courteous and professional manner.

Should have knowledge and ability to comprehend and monitor personal computer systems and local area networks. Should have a working knowledge of computer programs such as word-processing, spreadsheets, and database programs. Should have the ability to work with technology consultants regarding electronic systems. Should have a working knowledge of GIS/GPS systems and their applications.

Environmental Demands

Outside:	Works outside one half (1/2) of the time in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Inside:	Works indoors one half (1/2) of the time in temperature-controlled environment.
Fumes/gases:	Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, printing cartridges, pesticides, auto shop fumes, and traffic congestion.
Noise/vibration:	Shop, pesticide application equipment, laboratory and office machines and cleaning equipment.

Mental Demands

Reading:	Reads letters, reports, memos, messages, complex mosquito service requests, and operating manuals for pesticide dispersal equipment, material safety data sheets, and pesticide labels.
Writing:	Writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High-level concentration and attention to detail for extended periods of time required to finding mosquito breeding sources and applying pesticides.
Repetition:	Routing daily work practices, including pesticide application, identifying insects, and field sampling.
Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to relate cooperatively with members of the public and District personnel.
Communication Skills:	Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, etc. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down.

Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

The Assistant Manager is responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscope work, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday

Exempt Employee Status

Salary Range

Class:	Management
Category:	Assistant Manager
Position Steps:	Seven
Range:	See current Salary Scale

Revised: May 17, 2012



CLASSIFICATION DESCRIPTION

DISTRICT MANAGER

Definition

The District Manager acts as executive officer of the District and advisor to the Board of Trustees. The District Manager plans, organizes, and directs the operations of the District; represents the District and Board of Trustees in its relations with the community, media and other agencies; carries out a wide variety of complex managerial functions and performs related work as required. The District Manager oversees a program requiring technical knowledge of the biology and ecology of vectors and the methods by which they can be controlled.
;

Qualifications

The following mandatory qualifications are required to serve in the role of District Manager unless otherwise stated:

- Graduate of a four (4) year college or university with a bachelor's degree, preferably in the field of entomology, biology, ecology, public health, public administration or an equivalent field. Possession of a masters or doctorate degree in these fields is preferred.
 - Minimum of ten (10) years of professional experience with increasing level responsibility including supervision and/or management of other employees. Significant experience in mosquito and/or vector control or equivalent public health discipline is preferred.
 - Minimum of five (5) years of professional experience in administration, financial/fiscal management, and personnel management. Experience in these matters at a mosquito or vector control agency is preferred.
 - An understanding of the responsibilities of public agencies under California law and knowledge of legislation impacting vector control agencies.
-

- Possession of, or ability to obtain, certificates of competency issued by the State of California Department of Health Services entitled “Certified Technician – Mosquito Control”, “Terrestrial Invertebrate Vector Control”, and “Vertebrate Vector Control” (Licenses A, B, C, D) within two years of the original date of hire. Such certification must be obtained within two years of the original date of hire as a condition of continued employment. Certification must be maintained throughout employment.
- Ability to communicate with the public in a clear, courteous and professional manner both orally and in written form.
- Possession of a valid California Driver’s License and satisfactory driving record deemed insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

At the sole and exclusive discretion of the Board of Trustees, other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the foregoing.

Duties and Responsibilities

The District Manager is responsible and accountable for overseeing all aspects of the District operation in accord with applicable laws and policies. Primary responsibility lies in ensuring that all of the District’s programs are carried out efficiently in terms of both cost and effectiveness.

The District Manager’s responsibilities to the Board of Trustees include:

- Drafting reports as necessary to keep the Board apprised of administrative and operational activities;
- Preparing, publishing and distributing Board agendas;
- Attending all Board meetings and committee meetings, as directed;
- Making timely, forthright and complete recommendations to the Board;
- Implementing Board policies; responding to formal Board inquiries and requests; and
- Maintaining effective communication between Board of Trustees and staff and the public.

The District Manager's administrative responsibilities include:

- Developing short- and long-range plans for all aspects of District operations; Preparation, monitoring and administration of the Board- approved annual District budget;
- Overseeing the accounting system and budgetary control over expenditures;
- Employing, directing, and assigning subordinate personnel;
- Development and implementation of personnel policies, including promotion;
- Reviewing and evaluating work projects and taking appropriate action to maintain an effective staff; and
- Serving as liaison between the Board of Trustees and subordinate personnel or other parties;

The District Manager's operational responsibilities include:

- Demonstrating professional expertise and competence regarding mosquito biology, behavior and disease transmission;
- Staying apprised of research and developments in vector control and incorporating, when appropriate, new techniques and practices into the District's vector surveillance and control program;
- Selection of appropriate and effective types, frequency and location of treatment, with consideration for the health and safety of humans and the environment; and
- Development and implementation of education and safety programs to ensure the well-being of staff and proper use of equipment.

The District Manager's community relations responsibilities include:

- Serving in public relations capacity by providing oral presentations; and
- Representing the District's interests to associations and governmental entities that influence the factors affecting vector control.
- Building relationships with stakeholders, community interest groups and regulatory agencies.

Environmental Demands

- Outside: Ability to work outside as needed in a variety of weather conditions ranging from Coastal winter conditions to +100F.
- Inside: Ability to work indoors in temperature-controlled environment.
- Fumes/gases: Involves exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, printing cartridges, pesticides, auto shop fumes, and traffic congestion.
- Noise/vibration: Involves exposure to shop, pesticide application equipment, laboratory and office machines and cleaning equipment.

Mental Demands

- Reading: Ability to read and comprehend letters, reports, memos, messages, complex mosquito service requests, and operating manuals for pesticide dispersal equipment, material safety data sheets, and pesticide labels written in English.
- Writing: Ability to write reports, letters, memos, messages and other documents; and fill out forms.
- Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
- Attention to Detail: Ability to exert high-level concentration and attention to detail for extended periods of time.
- Repetition: Work involves routine daily work practices, including computer operation, administration procedures, and fiscal operations.
- Judgment: Ability to work independently, prioritize work and make decisions regarding the correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions supported by those facts. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public and with District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. In addition, the ability to understand oral or written communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, etc. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes, insects or other potentially dangerous animals, or poisonous plants. May deal with irate or antagonistic people.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires the ability to operate vehicles, computers, and pesticide dispersal equipment under constant operation for extensive periods of time. While supervising operations, may be required to carry spray equipment from 2 lbs. to 30 lbs. while climbing or hiking into areas to locate breeding sources. Mobility of arms must be sufficient to reach, and dexterity of hands to grasp and manipulate small objects. Must be able to provide clear verbal communications to others.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighting 30 lbs. to 40 lbs.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 50 lbs. without assistance. Lifting and carrying spray equipment 40 lbs. to 50 lbs. without assistance. Able to climb and hike in hilly areas to supervise survey programs for facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

The person in this position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. The person in this position is subject to emergency call out on a 24-hour basis.

Incumbent is responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increase the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscope or computer work, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, and use communication devices such as telephones and radios.

Basic Work Hours

Full-Time, exempt employee status. Must be available on call 24-hours a day, be available to attend evening Board and committee meetings and other governmental meetings, and represent the District at all times as needed.

Salary Range

Class:	Contract Employee answering to the Board of Trustees
Category:	District Manager
Position Steps:	Negotiates salary with Board at intervals described in contract
Range:	See Current Contract

Revised: January 9, 2020



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010
(650) 344-8592 Fax (650) 344-3843
www.smcmad.org

CLASSIFICATION DESCRIPTION

FACILITY MAINTENANCE SPECIALIST

Part-Time Position (20 Hours per Week)

Definition

Under the general direction of the Assistant Manager and Operations Supervisor, performs facility maintenance on the Districts buildings and surrounding grounds, assists with the monthly maintenance of District vehicles and assists Vector Control Technicians with their control operations for assigned vectors and does related work and supportive services as required.

Qualifications

Minimum education equivalent to or graduation from high school.

Minimum of one (1) year experience in facility maintenance and safety programs.

Ability to communicate with the public in a clear, courteous and professional manner.

Valid California Drivers License and satisfactory driving record insurable under the guidance of the Vector Control Joint Powers Agency (JCJPA).

Overview of Responsibilities

Focus is on the maintenance of the District's buildings and surrounding grounds, and the individual will also ensure that the working environment is as good as possible for employees and attempt to increase the efficiency of the buildings by reducing energy usage and operating costs.

The Facility Maintenance Specialists also focuses on Vehicle Maintenance, District Safety Program, Pesticide Storage Facility, and performing Equipment Inventories.

Duties and Functions

Building Maintenance and Repair

Verify the weekly contracted cleaning of the Headquarter Building, Shop and Fishpond Buildings is completed and any corrections were brought to the attention of the service provider.

Assistance with quarterly contracted security inspections of the Burlingame and Redwood City properties and coordinate any repairs to those security systems.

Assistance with the communication infrastructure inspections of the Burlingame and Redwood City properties and coordinates any repairs to those communication systems.

Assistance with the weekly contracted landscaping maintenance of the Burlingame and Redwood City Sites and coordinates any repairs to those irrigation systems and/or replacement of plants.

Verifies monthly the vehicle lift has proper levels of hydraulic fluid.

Quarterly inspection of the Hotsy power washer and water treatment facility equipment.

Coordinate maintenance and repair of all District buildings.

- Coordinating RFP's drafted for building maintenance and repair.
- Investigating contractors for completion of the RFP.
- Reviewing contractors proposals.
- Coordinate with the selected contractor the work to be completed.
- Coordinate the permitting process with the city or county building departments.
- Verify work was completed.

Performs basic facility maintenance and repairs.

- Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, and painting, to maintain buildings and equipment in safe condition, prevent degradation of District property and systems, and prevent failures that would cause reduction in service.
- Replaces or updates inoperable or old building materials and appliances to provide a safe, comfortable working environment for employees.

Orders and stocks building supplies, materials and parts to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses by contacting vendors and ordering from catalogs.

Communicates orally and in writing to notify District Management of conditions of building and equipment and scheduling dates for repairs using a computer and telephone.

Obtains telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks using various forms.

Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and providing the District Management with a report of alternatives to meet current building codes.

Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet state requirements by reviewing plans and specialized drawings and using work orders, estimates, and visual inspection.

Vehicle Maintenance and Repair

Assistance with the quarterly preventive maintenance program for District vehicles.

District Safety Program

Member of the District Safety Program.

Assistance with providing staff, training in the safe use of facility equipment and basic guidelines for proper hygiene and safety.

When directed conducts Safety inspections of the Burlingame and Redwood City facilities, equipment, vehicles, and grounds.

Assistance with purchasing Safety equipment.

Assistance with the contractor performing the quarterly Safety inspection of the facility sprinkler and alarm systems.

Verifies all MSDS Safety Binders are updated annually.

Performs a monthly inspection of all facility fire extinguishers.

Inspects monthly the air compressors are in compliance with all safety requirements.

Pesticide Storage Facility

Maintains the BVA Tank plumbing and operation.

Verifies all pesticides are properly stored within the Pesticide Storage Facility.

Assistance with the transportation to the recycling or refuge sites all waste pesticide containers.

Equipment Inventory, Repair, and Disposal

Assistance with the disposal of District equipment.

Annually performs an equipment inventory.

Assistance with repair of District pesticide dispersal equipment and gas-powered hand tools.

Assistance with repairs to operational and laboratory field equipment as necessary.

Vector Control Technician Support

Assistance in conducting control operations for mosquitoes and other vectors with driving the nurse rig.

Assistance in maintaining effective culvert and tide gate operations.

Environmental Demands

- Outside: Works outside in a variety of weather conditions, ranging from Coastal winter conditions to +100F.
- Inside: Works inside the shop facility in partially temperature-controlled environment. Regularly, exposed to moving mechanical parts. The employee is frequently exposed to risk of electrical shock.
- Fumes/gases: Exposure to various auto shop fumes, pesticides, traffic congestion, pesticide dispersal equipment small motors, and chemicals used in museum curation procedures, colognes and perfumes. Regularly exposed to airborne particles and toxic or caustic chemicals.
- Noise: Shop, pesticide application equipment, laboratory and office machines, and cleaning equipment. The noise level is usually loud and most equipment causes vibrations.

Mental Demand

- Reading: Reads letters, reports, memos, and messages, operating manuals, for pesticide dispersal equipment, material safety data sheets, equipment repair manuals and pesticide labels written in English.
- Writing: Writes reports, memos, and messages; fills out forms.

- Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
- Repetition: Routine daily work practices.
- Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it.
- Social Skills: Ability to relate cooperatively with members of the public and District personnel.
- Speaking: Ability to quickly organize and communicate thoughts orally and written.

Physical Requirements

Body Movement – Must have full mobility and use of both arms concurrently. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions.

Vision - The technician requires adequate vision (which may be corrected) to read, write, perform fine fieldwork, and safely operate in the conditions listed above.

Hearing - The technician requires adequate hearing (which may be corrected) to hear alarms, horns, and telephones.

Basic Work Hours

8:00 AM to 12:00 PM, Monday through Friday.

Non - Exempt Employee Status

Salary Range

Class: **Facility Maintenance** Position Steps: **Seven**

Revised: May 1, 2014



CLASSIFICATION DESCRIPTION FINANCE DIRECTOR

Definition

Serves under the direction of the District Manager. This position oversees all administrative and accounting procedures and performs necessary tasks to ensure timely completion of assignments and requirements. The person in this position performs a variety of financial, and administrative work requiring research, analysis, independent judgment and collaborative skills.

This professional position handles matters that are confidential in nature. This position is responsible for completion of all budgeting, accounting, record keeping, and filing functions of the District and assists the District Manager by providing financial reports and overseeing the preparation and implementation of the budget

This position involves performing complex work in various staff and Trustee support areas including, but not limited to, forecasting, budgeting, personnel matters, administering the district's self-insurance and benefit programs, and cash management. Work includes utilization of accounting software for general ledger, accounts payable, accounts receivable, payroll, inventory, fixed assets and financial statements.

This position supervises two staff members: an Accountant and Office Administrator.

Qualifications

Education equivalent to graduation from an accredited four-year college with a degree in Finance or Accounting, preferably Government or Fund Accounting or no less than 5 years of experience as a Finance Manager with increasing levels of responsibility.

Must have experience in using computer software programs in Windows, including but not limited to, accounting programs such as Quickbooks, Word Processing, Excel Spreadsheets, and Access database programs.

Working knowledge of office equipment, including but not limited to, computers, copiers, calculators, postage meters, printers, scanners, telephone systems, alarm systems and fax machines.

Valid California Driver's license and satisfactory driving record insurable under the guidelines of the District's insurance carrier - Vector Control Joint Powers Agency (VCJPA). License must be maintained throughout employment. This position may or may not require operation of a District vehicle.

Knowledge and Abilities

Must have a thorough understanding of accounting principles and fiscal management, administrative practices, and personnel management,.

Must have the ability to supervise timely completion of financial statements and administrative assignments without receiving detailed instruction or close supervision from management.

Must have knowledge of problem solving techniques, report writing methods and possess excellent communication skills, both oral and written.

Ability to compile and organize information into meaningful reports.

Ability to lay out, plan and prioritize work assignments with little or no supervision.

Must be proactive and have ability to anticipate and plan for future work assignments.

Ability to compose and proof-read correspondence for proper grammar, usage, spelling, vocabulary, and punctuation.

Willingness to maintain and increase competency in office and computer technology over time.

Ability to collaborate effectively and share in the decision making process of the District Management team.

Duties and Responsibilities

Prepares annual budget and tracks of all revenue and expenditures.

Supervises the Accountant, who ensures proper accounting practices are followed for the General Ledger, Accounts Payable, Accounts Receivable, Payroll, cash management and related financial functions.

Supervises the Office Administrator who acts as Front Office Representative for visitors, vendors, deliveries and inquiries; schedules appointments and makes travel arrangements for District Personnel and Trustees.

Responsible for developing internal controls and ensuring they are followed.

Prepares financial section for Board packet and other financial reports as needed. Gives presentations on District finances to the Board.

Acts as Human Resources Administrator for all personnel: administering fringe benefit and worker's compensation, responding to inquiries from staff and management. The person in this position ensures that all employees meet legal and policy requirements established by the District.

Ensures that all necessary actions are taken to receive all monies due from the County, redevelopment agencies and other agencies or companies.

Manages the annual audit; Working directly with Board-appointed Auditor and implementing all recommendations approved by the Board.

Writes, or assists in writing, policies and procedures.

Fills in on answering the phone, with rest of office staff, when the Office Administrator is out.

In routine operation of the District, the Finance Director is authorized to sign papers such as tax returns, correspondence, deposit receipts, benefit forms and financial reports while keeping District Manager informed on these items.

Performs annual/periodic performance evaluations of Accountant and Office Administrator.

Environmental Demands

Outside:	Seldom works outside in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Inside:	Almost always works indoors in temperature-controlled environment.
Fumes/Gases:	Exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies.
Noise/Vibration:	Office Machines and carpet vacuum.

Mental Demands

Reading:	Reads letters, reports, memos, messages, complex mosquito service requests, and operating manuals for office equipment.
Writing:	Writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, documents, and input data into various databases.
Repetition:	Routing daily work practices, including keyboarding, answering telephones, and operation of other office machines, filing, etc.
Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to work cooperatively with members of the public and District personnel. Ability to interact professionally to District staff and members of the public.
Communication Skills:	Ability to quickly organize and communicate thoughts orally and in writing. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have the ability to extend arms above the head to lift boxes off shelves or remove office equipment during normal daily activity. Must have the ability and range of flexibility to reach over the head, reach below the knees, and to bend over or squat down. Must be able to move quickly within the office or District grounds and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires constant operation of a computer, telephone, and other office equipment for extensive periods of time. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Be able to provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment, boxes of paper, and supplies weighting 5 lbs. to 20 lbs.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in office programs by lifting supplies and equipment from 20 lbs. to 50 lbs. without assistance.

The incumbent is responsible for maintaining their physical condition in a state that will not prevent performance of the duties of their position or increase the likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine office and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday.

Exempt Employee Status

Salary Range

Class:	Administration
Category:	Finance Director
Position Steps:	Seven
Range:	See current Salary Scale

Revised: November 16, 2009

Updated: January 2016



Information Technology Director

DEFINITION

Under administrative direction and supervision of the District Manager, and in a manner consistent with the District's mission statement, the Information Technology (IT) Director is responsible for the coordination and development of the District's computer and information systems, particularly working with the contractor developing the computerized MapVision database the District uses to track mosquito control work.

DISTINGUISHING CHARACTERISTICS

This classification is assigned to manage database and computer software, develop queries and reports, and advise the District on computer security. This classification is distinguished from all other technical and professional classifications at the District through its specialized responsibilities in the area of managing information systems.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the District Manager.

Accountability

The employee is accountable to the District Manager to ensure that information technology functions are carried out in accordance with District policies, California Health and Safety Code Standards, and Federal laws. Assignments may be specific or general with only desired results being specified. Recommendations on improvements to District IT activities are expected.

The employee is responsible for complying with all District safety requirements and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Makes recommendations on custom applications and databases;
 - Verifies database and data integrity;
 - Analyzes data contained in the District database and identifies data integrity issues with existing and proposed systems and implement solutions;
 - Writes queries and develops reports from data in the District's MapVision database;
 - Identifies opportunities to improve efficiency of business processes;
 - Investigates and resolves application functionality related issues;
 - Coordinates application development for multiple projects;
 - Manages outsource relationships for 3rd party application development and programming consultants;
-

- Troubleshoots technical issues and identifies modifications needed in existing applications to meet changing user requirements;
- Assists and advises staff in the effective use of applications and information technology;
- Writes technical procedures and documentation for the District's IT applications including operation, user guides, etc.;
- Produces technical documentation for new and existing IT applications;
- Participates in meetings with District users to discuss progress and issues to be resolved and reports progress on a weekly basis to the District Manager;
- Participates on IT project steering committees and in the design phase of any new IT software development projects;
- Assists in the creation of the system design and functional specifications for all new development projects;
- Serves as a liaison and facilitator between contractors to assist in addressing and resolving IT software issues;
- Oversees database administration, error corrections, data review, data queries, reports;
- Trains employees in the use of computer systems and creates user manuals;
- Leads in the development of a Geographic Information System and the use of ArcView to produce maps
- Advises District staff regarding security of the web-based database;
- Coordinates with other agencies as needed;
- Assists and supports staff in field data collection maintenance, as needed;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

EMPLOYMENT STANDARDS

Knowledge

- IT hardware (Servers, Routers, Switches, Computers) and software (SQL and standard office software such as word processors and spreadsheets)
- Internet security;
- The incumbent will be expected to learn about the Identification, biology, ecology, and public health importance of mosquitoes by working with other District Department staff as well as the materials, and equipment used to detect, monitor, and control mosquitoes and other vectors.

Skills

- Planning, and organizing work on the District's information technology systems;
- Communicating effectively in English both orally and in writing, making presentations, and preparing written reports;

- Interacting effectively with District staff, and representatives of various public and private entities;
- Establishing and maintaining effective working relationships with others of varying background;
- Understanding, interpreting, and applying complex guidelines;
- Managing budgets; and
- Managing time for daily and ongoing projects.

Abilities

- Work with other District employees, other agencies, and the public;
- Communicate effectively by speaking, writing, and understanding English clearly;
- Read, understand, interpret, evaluate, and apply laws, policies, rules, contracts, and guidelines;
- Explain complex technical issues in terms that a person with little computer background can understand
- Organize and maintain accurate records;
- Prepare reports generated from the District's database;
- Compile numerical information;
- Work with a high degree of independence;
- Manage time for daily and ongoing projects;
- Make sound decisions;
- Forecast for technology and budgeting;
- Establish and maintain effective working relationships with those contacted in the course of work; and
- Be a good team player with all sections/divisions of the District.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education/Training and Experience Guidelines

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Management of an IT project in a Vector Control program, or similar field, is desirable, but not required

Experience working with SQL web-based databases

Education/Training

A Bachelor's degree from an accredited college or university with major work in Information Technology, computer science or related program or field is desirable.

License or Certificate

A valid California Driver's license issues by the State Department of Motor Vehicles and must be insurable under the guidelines set forth by the District's insurance carrier.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially the employee's working hours are spent in office areas. Work generally involves a high degree of concentration, especially in the consideration of technical problems and the origination of programs to increase departmental efficiency and improvement of general and IT services. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

Incumbent must possess adequate vision (which may be corrected) to read, write, and safely operate in the conditions listed below. Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Working Conditions

- Medium Work – Incumbent performs work, which involves frequent use of a keyboard while seated and viewing a computer monitor. Requires the ability to move computer equipment to different locations for maintenance.
- Mobility – Incumbent must have complete and normal mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Other Conditions – Incumbent may be exposed to and handle toxic and hazardous substances; be available on call for evening and weekend emergencies, as assigned; travel within and out of the county.

Work hours

This position will be a full time position and is eligible for employee benefits including health insurance, Dental and Vision insurance and participation in the county retirement system as a PEPRA member (2% at 62).

Adopted Date: September 11, 2019



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

LABORATORY DIRECTOR

Definition

Under the general direction of the District Manager performs a variety of professional entomological, parasitological and vector ecology control services. Including:

- Plan, organize and manage all aspects of the laboratory program of disease testing and surveillance, census of vector and related diseases and organisms; serves as a technical advisor to District staff, the Manager and the public.
- Design, participate in and monitor research projects; to supervise and train assigned professionals and technical staff; and to perform any other District work as directed by the District Manager.

Qualifications

Master of Science or Master of Arts degree in the field of Entomology, Biology, Parasitology or Ecology from an accredited College or University is required.

Two years of work experience in laboratory testing procedures is required.

Higher knowledge of scientific investigative methods employed in biological sciences in addition to appropriate field and laboratory techniques.

Advanced expertise in using fluorescent, dissecting and compound microscopes.

Skilled in writing and desktop publishing scientific articles in referred journals.

Intermediate computer experience with Microsoft Office products including Word, Excel, Access, Power Point, and Publisher.

Basic knowledge of aquatic and terrestrial plants.

Valid California Driver's License and satisfactory driving record insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Individuals appointed to the position must obtain certificates of competency issued by the State of California Department of Health Services entitled "Certificate Technician – Mosquito Control", "Terrestrial Invertebrate Vector Control", "Vertebrate Vector Control" (**Licenses A, B, C, D**) as a condition of continued employment within one year of their original date of hire. Certification must be maintained throughout employment.

Duties and Responsibilities

Field Ecological Activities

Directs all research projects, ecological studies and surveys of vector populations and species distribution as they affect the District.

Directs the coordinating of District programs with all applicable state, county, and city agencies.

Coordinates all disease surveillance operations in the field, including the bleeding of wild birds, sentinel flocks, small mammals and rodents.

Designs surveillance tools for collection or testing of mosquitoes, ticks, birds and other organisms.

Prepares reports, including species locality maps, graphs and information pertinent to analyzing program evaluation and development.

Works with the Operations Director in evaluating District vector control operations, and in detecting land and water use favorable for vector populations.

Performs quality assurance evaluations of rodent baiting contracts between cities and/or county and local pest control companies.

Performs ecto-parasite and rodent inspections at residential properties, as requested.

Participates in the development and direction of programs to reduce or eliminate environmental factors favorable to vector production.

Evaluates the effectiveness of operations and control methods.

Coordinates database programs for vector surveillance operations, vector control operations, mosquito breeding sources, and service requests.

Laboratory Activities

Directs all laboratory operations.

Coordinates ordering equipment and materials related to the laboratory program.

Directs all training in laboratory procedures and protocols.

Directs all laboratory work related to encephalitis virus surveillance, Lyme disease surveillance, exotic arthropod surveillance and ectoparasite recovery and identification.

Develops procedures for and executes the collection and handling of specimens collected, formulates tests and evaluates laboratory procedures, materials and methods, assuring compliance with federal and state law.

Develops, monitors, and executes procedures for the processing of organisms, bleeding, laboratory work and the submission of specimens and blood sera for analysis.

Coordinates the curation of the District's collection of insects and mammals for training and operational purposes.

Coordinates insecticide resistance testing operations.

Coordinates insectaries operations.

Office Activities

Participates in the technical phases of program planning and delivery.

Provides scientific consultation to the District Manager on various program operations.

Acquires and maintains pertinent literature in vector ecology and related fields for the District's professional library.

Reviews scientific journals, research and technical reports and attends scientific seminars as needed and determined by management to obtain state-of-the-art information related to vector ecology.

Reviews environmental impact reports, environmental impact statements, negative declarations, and U.S. Army Corps of Engineers public notices.

Performs annual/periodic performance evaluations of Vector Ecologist(s) and temporary Laboratory employees.

Sustaining member of the Safety Committee providing all pesticide safety training.

Environmental Demands

Outside:	Works outside half the time in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Inside:	Works indoors half the time in temperature-controlled environment.
Fumes/gases:	Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, and printing cartridges.
Noise/vibration:	Laboratory and Office Machines and cleaning equipment.

Mental Demands

Reading:	Reads letters, reports, memos, messages, complex mosquito service requests, and operating manuals for office equipment, material safety data sheets, and pesticide labels written in English.
Writing:	Publishes in referred journals and writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations and advanced statistical analysis of data. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, documents, and integrating data in various databases.
Repetition:	Routing daily work practices, including laboratory procedures, identifying insects, and field sampling.

Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to relate cooperatively with members of the public and District personnel.
Communication Skills:	Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms concurrently. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity and during laboratory equipment and field equipment repair work. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, etc. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. Must be able to conduct field operations, to carry spray equipment from 2 lbs. to 30 lbs without assistance. Inspect vector-breeding sources and applies control measures by climbing or hiking into areas to locate breeding areas. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Be able to receive and provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighing 30 lbs. to 40 lbs without assistance. The position requires the frequent operation of a computer keyboard for extended periods of time

- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in field and laboratory programs by lifting supplies and equipment from 40 lbs. to 50 lbs without assistance. Lifting and carrying spray equipment 30 lbs. to 40 lbs without assistance. Able to climb and hike in hilly areas to survey programs or facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain. .

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increase the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscopic work, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday

Exempt Employee Status

Salary Range

Class:	Laboratory
Category:	Laboratory Director
Position Steps:	Seven
Range:	See current Salary Scale

Revised: November 16, 2009



CLASSIFICATION DESCRIPTION

Laboratory Technician

Part-Time Position (20 hours per week)

Definition

Under direction from the Laboratory Director, to perform laboratory and limited field work related to the surveillance and control of terrestrial invertebrate vectors, such as mosquitoes, stinging insects, and other arthropods. This is a part-time position.

Qualifications

Bachelor of Science or Bachelor of Arts degree in the field of Entomology, Biology or Ecology from an accredited College or University is required.

Knowledgeable in the use of standard laboratory equipment such as microscopes, autoclaves, biological safety cabinets and fume hoods.

Possess skill in the use of binomial keys for the identification of mosquitoes and other vectors, and the use of dissecting and compound microscope.

Intermediate computer experience with Microsoft Office products including Word, Excel, Access, Power Point, and Publisher.

Ability to communicate with the public in a clear, courteous and professional manner.

Valid California Driver's License, and satisfactory driving record insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Duties and Responsibilities

Laboratory Activities

Provides laboratory identification of vector species to District and other agencies.

Performs laboratory procedures related to encephalitis virus surveillance, Lyme disease surveillance, exotic arthropod surveillance and ectoparasite recovery and identification.

Executes laboratory procedures for processing of organisms, obtaining blood samples from mammals and birds. May conduct laboratory testing of some samples. Logs samples in computer databases. Packages and submits specimens to outside laboratories for analysis. Logs results in the District databases

Assists in curation of the entomological collection of insects and other vectors.

Assists in rearing of insects and other animals for use by District personnel for field, laboratory and educational programs. This includes maintaining a colony of mosquitoes.

Assists in the insecticide resistance-testing program.

Field Ecological Activities

Assists laboratory staff in conducting studies and surveys of vector sources and population ecology and species distribution in the District.

Supports the Laboratory Director in the collection, and identification of vectors in the field, then records results, and prepares reports.

May assist disease surveillance operations in the field, including the bleeding of wild bird, sentinel flocks, small mammals and rodents.

Assist in the development of new surveillance tools for monitoring populations of mosquitoes and other vectors.

Drafts reports, maps, and graphs as directed for surveillance and control operations.

Office Activities

Logs data into databases, analyses results of field data collections and prepares reports.

Completes other office duties as directed by the Laboratory Director or District Manager.

Environmental Demands

Inside:	Works indoors at least half the time in temperature-controlled environment.
Outside:	Works outside up to half the time in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Fumes/gases:	Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, and printing cartridges.
Noise/vibration:	Laboratory and Office Machines and cleaning equipment.

Mental Demands

Reading:	Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for office equipment.
Writing:	Publishes in referred journals and writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations and advanced statistical analysis of data. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, documents, and integrating data in various databases.
Repetition:	Routing daily work practices, including laboratory procedures, identifying insects, and field sampling.
Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and

draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms concurrently. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet and requiring crawling, lying, kneeling, sitting and standing. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, and crawling on hand and knees, and stomach. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. Must be able to conduct field operations, to carry spray equipment from 2 lbs. to 30 lbs without assistance. Inspect vector-breeding sources and applies control measures by climbing or hiking into areas to locate breeding areas. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and while balancing on uneven surfaces. Be able to receive and provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighing 30 lbs. to 40 lbs without assistance. The position requires the frequent operation of a computer keyboard for significant periods of time.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 50 lbs

without assistances. Lifting and carrying spray equipment 40 lbs. to 50 lbs without assistance. Able to climb and hike in hilly areas to survey programs or facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscopic work, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 12:00 PM, Monday through Friday

Non-Exempt Employee Status

Salary Range

Class:	Laboratory
Category:	Laboratory Technician
Position Steps:	Seven
Range:	See current Salary Scale



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010
(650) 344-8592 Fax (650) 344-3843
www.smcmad.org

CLASSIFICATION DESCRIPTION

MECHANIC SPECIALIST-TECHNICIAN

Definition

Under the general direction of the Operations Director and Field Supervisor, performs mechanical repairs and maintenance of District vehicles as the mechanic specialists and performs inspections and control operations for assigned vectors and does related work and supportive services as required.

Qualifications

Minimum education equivalent to or graduation from high school.

Bachelor of Science or Bachelor of Arts degree in the field of Entomology, Biology, or Ecology from an accredited College or University is desirable.

Vocational Training degree in vehicle maintenance is desirable.

Minimum of five (5) years experience in the maintenance and repair of automotive equipment.

Ability to communicate with the public in a clear, courteous and professional manner.

Valid California Drivers License and satisfactory driving record insurable under the guidance of the Vector Control Joint Powers Agency (JCJPA).

As a condition of continued employment, individual appointed to the position must obtain certificates of competency issued by the State of California Department of Health Services entitled "Certified Technician – Mosquito Control", "Terrestrial Invertebrate Vector Control", and "Vertebrate Vector Control" (Licenses A, B, C, D) within two years of their original date of hire. Certificates must be maintained throughout employment.

Duties and Responsibilities

Mechanic Specialist Essential Functions

Plans, follows and completes a quarterly preventive maintenance program for District vehicles.

Coordinates repair of District pesticide dispersal equipment and gas-powered hand tools.

Makes repairs to vehicles and operational and laboratory field equipment as necessary. Contracts repairs with outside agencies to vehicles as necessary.

Member of the District Safety Program.

Insures all operational and laboratory staff are properly trained in all safety procedures and programs within the shop while working at the District.

Provides instruction in the proper use and care of shop equipment, pesticide dispersal equipment and driver safety.

Provides safety equipment and instruction on its proper use.

When directed conducts safety inspections of the District Shop Facilities including shop, equipment, vehicles, and grounds.

Purchases equipment, tools, pesticide dispersal equipment, supplies for vehicles, supplies for equipment and facility maintenance.

Assists in the disposal of District equipment.

Coordinates the transportation to the recycling or refuge site all junk and waste pesticide containers.

Schedules shop projects consisting of routine maintenance and repairs of equipment and vehicles.

Mosquito Control Technician Essential Functions

As a technician, they receive assignments from the Operations Director or Field Supervisor on supporting other Technicians within their zones that include but are not limited to the following essential functions:

- Conducts surveys and inspections for mosquitoes and other vectors.
- Performs premise inspections around, under, or within structures.

- Performs all service requests within 1-2 days of receiving a public call for help with a mosquito or vector problem.
- Clears all brush in creeks, with the use of hand-held equipment, including chain saws, to allow for mosquito and vector surveillance operations.
- Maintains ditches for drainage, levee investigations, and effective culvert and tide gate operations.
- In accordance with all Federal and State laws and using all required safety practices, is able to apply all pesticides deployed by the District.
- Opens, inspects and applies pesticides as needed in utility vaults and catch basins.

Environmental Demands

- Outside:** Works outside one fifth (1/5) of the time in a variety of weather conditions, ranging from Coastal winter conditions to +100F.
- Inside:** Works inside the shop facility four fifths (4/5) of the time in partially temperature-controlled environment. Regularly exposed to moving mechanical parts. The employee is frequently exposed to risk of electrical shock.
- Fumes/gases:** Exposure to various auto shop fumes, pesticides, traffic congestion, pesticide dispersal equipment small motors, chemicals used in museum curation procedures, colognes and perfumes. Regularly exposed to airborne particles and toxic or caustic chemicals.
- Noise:** Shop, pesticide application equipment, laboratory and office machines, and cleaning equipment. The noise level is usually loud and most equipment causes vibrations.

Mental Demand

- Reading:** Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals, for pesticide dispersal equipment, material safety data sheets, equipment repair manuals and pesticide labels written in English.
- Writing:** Writes reports, memos, messages; fills out forms and documents.
- Math:** Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.

- Detail:** High-level concentration and attention to detail for extended periods of time required to find mosquito-breeding sources, repair vehicles and equipment, and apply pesticides.
- Repetition:** Routine daily work practices, including pesticide applications, vehicle maintenance, identifying insects, and field sampling.
- Judgment:** Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
- Social Skills:** Ability to relate cooperatively with members of the public and District personnel.
- Speaking:** Ability to quickly organize and communicate thoughts orally and written.
- Skills:** In addition, the ability to understand communication from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms concurrently. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet and requiring crawling, lying, kneeling, sitting and standing. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, and crawling on hand and knees, and stomach. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires constant operation of tools for maintaining vehicles and specialized pesticide dispersal equipment for extensive periods of time. While performing vehicle maintenance, will require carrying equipment from 2 lbs. to 80 lbs. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects, and while balancing on uneven surfaces. Be able to receive and provide clear verbal communications.

- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighting 30 lbs. to 40 lbs without assistance.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 80 lbs without assistance. Lifting and carrying spray equipment 40 lbs. to 80 lbs., without assistance. Able to climb and hike in hilly areas to perform survey programs for facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

The technician is responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

The technician requires adequate vision (which may be corrected) to read, write, perform fine fieldwork, and safely operate in the conditions listed above.

Hearing

The technician requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday includes some weekends.

Non - Exempt Employee Status

Salary Range

Class: **Mechanic** Position Steps: **Seven**

Revised: November 16, 2009



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

OFFICE ADMINISTRATOR

Definition

Under the general direction of the Finance Director, performs a variety of receptionist, clerical and data entry duties with minimal supervision. Receives specific and daily direction from the Finance Administrator.

Qualifications

Ability to communicate with the public in a clear, courteous and professional manner.

Ability to transcribe recorded messages, compose general office correspondence and type a minimum of 50 words per minute and fill out forms and reports in a neat and clear manner.

Possesses reading skills to understand English composition as used in general correspondence.

Minimum education equivalent to or graduation from high school.

Minimum of three (3) years of administrative assistant work experience.

Minimum of 3 years experience as a Data Entry Specialist in a similar office environment is desirable. Candidate must be able to operate under specified deadlines.

Possesses knowledge of basic office functions and proficiently operates general office machines including typewriter, printer, fax, calculator, copy machine, and postage meter.

Highly organized, strong multi-tasking abilities and attention to detail with administrative programs and projects. Pro-active time management skills are highly recommended.

Intermediate computer experience including, but not limited to, Peachtree Accounting, Microsoft Office products, Access, Word, Excel, and Power Point.

Valid California Driver's License, and satisfactory driving record insurable under the guidelines of the District's insurance carrier - Vector Control Joint Powers Agency (VCJPA). License must be maintained throughout employment.

Duties and Responsibilities

Answers the telephone, interviews and screens caller, answers varied operational inquiries and procedures, records service requests assigning them to appropriate zone technicians and processes voice mail messages.

Coordinates the data-entry program for all operations work reports and service requests and fish pickups. Duties include the coordinating and printing of zone-required source cards, books and updating the catch-basin binders for the operational staff. Requires communicating with personnel from all departments.

Maintains the integrity of information in the District's Mosquito Source Database. This includes all data entry.

Prepares educational materials for distribution including printing and stocking brochures used in the public relations program.

Assists the Finance Director with various office tasks and procedures as assigned.

Maintains the District's web site.

Participates in public relations and community education programs; attends and participates at local community events including public fairs.

Assists the Finance Director with the District's mobile telephone program.

Communicates with field and staff employees with two-way radio.

Directs visitors to appropriate departments and helps residents with collecting mosquito-eating fish from the District's ponds.

Receives processes and distributes incoming faxes, mail and packages.

Under the direction of the Finance Director, orders and stocks office supplies.

Prepares new forms and revises existing forms and maintains a supply of forms required.

Operates office machines, which include a computer, calculator, and copy machines, fax machine, postage meter, and typewriter. Includes basic maintenance.

Inserts and extracts materials from subject matter files, classifies material by nature of subject matter, and prepares new file folders as needed.

Works with other public agencies in the West Nile virus dead bird surveillance program and coordinates the dead bird pick-up program.

Types letters, reports, and other finished copy from rough drafts, marginal notes, general instructions, or machine transcription; assembles information from various sources; arranges material into proper format; corrects grammar, punctuation and spelling; proofreads finished copy.

Environmental Demands

Outside:	Seldom works outside in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Inside:	Almost always works indoors in temperature-controlled environment.
Fumes/Gases:	Exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies.
Noise/Vibration:	Office Machines and carpet vacuum.

Mental Demands

Reading:	Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for office equipment.
Writing:	Writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High level concentration and attention to detail for extended periods of time required to produce reports,

correspondence, documents, and inputting data in various databases.

- Repetition: Routing daily work practices, including keyboarding, answering telephones, and operation of other office machines, filing, etc.
- Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
- Social Skills: Ability to relate cooperatively with members of the public and District personnel.
- Communication Skills: Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift boxes off shelves or remove office equipment during normal daily activity. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down. Must be able to move quickly within the office or in the fishpond areas and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires constant operation of a computer, telephone, and other office equipment for extensive periods of time. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Be able to provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment, boxes of paper, and supplies weighting 20 lbs. to 30 lbs.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. While supporting operations, may require carrying fishpond equipment from 2 lbs. to 20 lbs. while collecting fish for residents. Assists in office programs by lifting supplies and equipment from 30 lbs. to 50 lbs. without assistance.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine office and safely operates in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday

Non-Exempt Employee Status

Hourly Compensation Range

Class:	Administration
Category:	Office Administrator
Position Steps:	Seven
Range:	See current Salary Scale

Revised: November 16, 2009



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

OPERATIONS SUPERVISOR

Definition

Under the general direction of the Assistant Manager, assists in the planning and directing of operational programs including the supervising of Vector Control Technicians and Temporary Employees engaged in such operations of performing inspections and control operations for assigned vectors and does related work and supportive services as required.

Qualifications

Minimum education equivalent to or graduation from high school.

Bachelor of Science or Bachelor of Arts degree in the field of Entomology, Biology, or Ecology from an accredited College or University is strongly desirable.

Certified by the State of California Department of Health Services entitled “Certified Technician – Mosquito Control”, “Terrestrial Invertebrate Vector Control”, and “Vertebrate Vector Control” (Licenses A, B, C, D). Certifications must be maintained throughout employment.

Minimum of four (4) years of field experience in mosquito and/or vector control or equivalent disciplines.

Basic skills in supervising and instructing all levels of personnel.

Able to supervise and implement general insect surveys and specific vector surveillance and control programs.

Ability to communicate with the public in a clear, courteous and professional manner.

General knowledge of research techniques and investigative methods.

Wide-ranging experience in using public health pesticides, including application, safety, health effects, and overall hazards to animals and plant life.

Basic knowledge of equipment, machinery, and mechanics.

Valid California Drivers License and satisfactory driving record insurable under the guidance of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the foregoing.

Duties and Responsibilities

Operations Supervisor assists directing of mosquito surveillance and control operations.

Assist scheduling, assigning, and establishing work standards for Vector Control Technicians and temporary employees.

Participate in annual/periodic performance evaluations of Vector Control Technicians and temporary employees.

Assists coordinating vector control programs with all applicable state, county, and city agencies to ensure collaborative efforts are utilized and vector control activities are coordinated.

Member of the District Safety Committee.

Handles difficult or problem situations arising from field related operations and complaints.

Supports the Laboratory Staff in their conducting ecological studies and surveys of vector populations as they affect the District.

Assists strategic planning of field operations including the reducing of environmental factors favoring vector populations.

Performs quality assurance evaluations of rodent baiting contracts between cities and/or county and local pest control companies.

Performs rodent inspections at residential properties, as requested.

Supports Laboratory Staff in public relations and community education programs.

Supports the Laboratory Staff in disease surveillance operations.

Assists coordinating of maintenance of pesticide dispersal equipment and vehicle maintenance, operational building housekeeping, reviewing of daily work reporting by Vector Control Technicians and summer hires, and small-scale field oriented construction projects.

Attends all continuing education programs to maintain required certifications.

Attends meetings and conferences as directed by the District Manager.

Assists training of new operational employees as to their job responsibilities, duties and District operating policies.

Maintains and operates an assigned vehicle to meet all required safety, and District policies on vehicle and equipment maintenance.

The Operations Supervisor may direct, coordinate, or assist a Vector Control Technician within their assigned Zone performing the following essential functions:

- Conducts surveys and inspections for mosquitoes and other vectors.
- Sets up, operates, and collects field trap samples for determining mosquito and vector populations.
- Performs premise inspections around or under structures.
- Maintains up-to-date operational maps for all topographic characteristics, ponds, ecological properties, and other features relevant to vector control operations. During field studies, also records any significant ecological changes on the operational maps.
 - Mosquito-breeding sites are recorded within a centralized database. Technicians are responsible for updating their database by collecting field data on a routine basis.
 - Field data includes location of mosquito breeding, type of mosquito breeding source, mosquito species, pesticide usage and quantity, etc.
- Performs all service requests within 1-2 days of receiving a public call for help with a mosquito or vector problem.
- Clears all brush in creeks, with the use of hand-held equipment, including chain saws, to allow for mosquito and vector surveillance operations.

- Maintains ditches for drainage, levee investigations, and effective culvert and tide gate operations.

Completes other duties as directed by the Assistant Manager or District Manager.

Environmental Demands

Outside:	Works outside seven eights (7/8) of the time in a variety of weather conditions, ranging from Coastal winter conditions to +100F.
Inside:	Works indoors one eight (1/8) of the time in temperature-controlled environment.
Fumes/gases:	Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, printing cartridges, pesticides, auto shop fumes, and traffic congestion.
Noise/vibration:	Shop, pesticide application equipment, vehicles including trucks, boats, and airboat, laboratory and office machines, and cleaning equipment.

Mental Demands

Reading:	Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for pesticide dispersal equipment, material safety data sheets, and pesticide labels written in English.
Writing:	Writes reports, memos, and messages; fills out forms and documents.
Math:	Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High-level concentration and attention to detail for extended periods of time required to find mosquito breeding sources and apply pesticides.
Repetition:	Routine daily work practices, including pesticide applications, identifying insects, and field sampling.

Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to relate cooperatively with members of the public and District personnel.
Communication Skills:	Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms concurrently. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet and requiring crawling, lying, kneeling, sitting and standing. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, and crawling on hand and knees, and stomach. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires constant operation of a vehicle specialized pesticide dispersal equipment for extensive periods of time. While performing field operations, will require carrying spray equipment from 2 lbs. to 30 lbs. while climbing or hiking into areas to locate breeding sources. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects, and while balancing on uneven surfaces. Be able to receive and provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighting 30 lbs. to 40 lbs without assistance.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 50 lbs without assistance. Lifting and carrying spray equipment 40 lbs. to

50 lbs. without assistance. Able to climb and hike in hilly areas to perform survey programs for facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine fieldwork, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday includes some weekends.

Exempt Employee Status

Salary Range

Class:	Operations
Category:	Operations Supervisor
Position Steps:	Seven
Range:	See current Salary Scale

Revised: November 19, 2012



**San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010**

PUBLIC HEALTH EDUCATION & OUTREACH OFFICER

Definition

Under direction from the District Manager, develops, executes, and manages all aspects of the District's public health education and outreach program. Works together with all staff but closely with the Office Administrator, Laboratory Director, Finance Director, and Assistant Manager to assist the District Manager with planning, directing, and evaluating the District's overall operations.

Duties

1. The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.
2. Conduct and analyze baseline community needs assessment to determine vector control knowledge, beliefs, and practices.
3. Develop, deliver, manage, and evaluate community vector management education and outreach programs to meet diverse community needs identified through baseline needs assessment. Activities may include, but are not limited to, social media implementation, presentation design and delivery, educational material design and delivery, etc.
4. Develop and maintain presentations for use at District functions.
5. Build relationships with local media outlets. Serve as District lead for all media-facing activities, including television, radio, and print. Train District staff and Board of Trustees about how to work with the media. Prepare news releases, feature articles, public service announcements, reports, and newsletters to disseminate information about vector control and District services. Answer questions from the media and general public about District education and outreach activities related to vector control.
6. Establish and maintain a working relationship with learning institutions and governmental agencies to promote and represent the District's interests.

7. Coordinate the development of the District's website. Write content to consistently update the website.
8. In coordination with the District Manager, prepare annual budget for the outreach program; procure supplies and services within limits of the budget.
9. Prepare clear and concise written correspondence, reports, and recommendations about education and outreach activities for general distribution.
10. Conduct process, output, and outcome evaluations. Summarize and distribute results to highlight program reach, effectiveness, and impact.
11. Attend training sessions and relevant meetings; keep informed of District and state-wide policies and procedures; read professional literature on vector control, education, and outreach, and keep informed of latest developments in vector control.
12. Recruit, orient, train, and supervise volunteers and interns supporting the public health education and outreach programs.
13. Develop, manage, and write relevant publications and reports.
14. Develop, implement, and evaluate strategic communication and crisis communication plans.
15. Other duties as assigned.

Minimum Qualifications

- Knowledge of principles and techniques of individual and community-level communication, education, and outreach.
- Understanding of public health, public health education, and health communication.
- Strong project management and program development experience to plan, administer, and evaluate vector control education and outreach.
- Excellent written and oral communication skills.
- Ability to communicate effectively with a wide variety of audiences and to tailor messages to those audiences.
- Experience with presentation development and public speaking.
- Experience working with the media, preparing newspaper articles, pitching storylines.
- Knowledge of social media, especially Twitter and blog applications.

- Collaborative working style, with experience developing community, corporate, and governmental partnerships.
- Proficient with computer programs in the areas of word processing, publications, and spreadsheets.
- Strong research skills, including experience with database searches such as MEDLINE, PubMed, Google Scholar, and other applicable research databases.
- Must be willing to work a flexible schedule that includes some early mornings, evening, weekend, or holiday hours.

Strongly preferred qualifications

Experience with Constant Contact.

Knowledge of photography, design, layout, basic printing, and composition.

Understanding of vector-borne diseases and their effect on public health and the environment.

Experience with program monitoring and evaluation.

Education and Experience

Bachelor’s degree in public health, public relations, marketing, journalism, health communication, education or related field from an accredited college or university and at least two years of relevant experience. Preference for experience with community outreach, educational program development, and relationship building and management. Bilingual a plus. A strong background in education, communication, and/or graphic arts is highly desirable.

Special Notes, Licenses, or Requirements

Valid California Driver’s License and satisfactory driving record insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Basic work hours

8:00 AM to 4:30 PM, Monday through Friday. Non-exempt employee status.

The Public Health Education & Outreach Officer must be willing to work a non-standard work schedule including early mornings, evenings, weekends, and holidays.

Salary Range

Class:	Administration
Category:	Public Health Education & Outreach Officer
Position Steps:	Seven
Range:	See current Salary Scale



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010
(650) 344-8592
www.smcmad.org

Seasonal Job Opening – Laboratory Assistant

Position

Seasonal Lab Assistant (Approx. 3 months - June - September), Paid Semi-monthly

Definition:

Person to assist Vector Ecologist in Lab and Field work.

Minimum Qualifications:

- High School Graduate or equivalent. Biology background preferred.
- 18 Years of age or over
- Possess a valid California driver's license to be insurable by automobile liability insurance companies, shall meet the current standards acceptable to the District's current automobile insurance carrier to qualify for, or continue employment with the District. (See Employee Manual.)

Working Conditions:

- 40 hour work week: 8:00 a.m. - 4:30 p.m., 5 day week (Monday through Friday).
- No paid vacation or sick leave time.
- Time off for college registration may be arranged.

Position Description:

Position entails working with animals, e.g. chicken flocks and rodents. Insect identification and insect survey work. Some computer entry work using Microsoft Word, Excel, and Access programs. Light maintenance and household clean up.

Contact:

Human Resources for consideration at (650) 344-8592.



Position: Vector Control Aide I/II (Seasonal)

Wage: \$18.00 - \$23.00 per hour (DOE)

Hours: Monday – Friday, 8:00am – 4:30pm

Dates: April/May through October/November (season length varies)

Definition:

Vector Control Aide I/II (Seasonal) employees, under direct supervision of the Assistant Manager, Field Operations Supervisor or Vector Control Technicians shall carry out routine inspections of residences in areas known to have the *Aedes aegypti* mosquito, and/or complete field work entailing inspection and larvicidal treatment of creeks, catch basins, drains, salt marsh areas, miscellaneous sources, and stocking mosquito fish in backyard ponds. These positions also include preparing materials and equipment for work assignments, service requests, clearing access ways, some drainage maintenance, general maintenance, housekeeping, and assistance with frequent or routine needs. Seasonal employees are required to work dependably and cooperatively with others, maintain and appreciate safety precautions, and operate some specialized equipment. Seasonal employees may operate right-hand drive vehicles.

Minimum Qualifications:

- High School Graduate
- 18 Years of age or over
- Possession of a valid California driver's license; must be insurable by the District's automobile liability insurance program and must maintain a valid driver's license and insurability throughout employment at the District.
- Preference will be given to those currently holding California Department of Public Health Vector Control Technician A,B certifications
- Ability to pass a pre-employment background check and drug test, as well as a physical ability test.



Position Description: Vector Control Aide I/II (Seasonal) **Position is entry level**

- Seeks out and samples mosquito sources, maintains records of specific actions, and submits samples for identification
- Report findings and conditions conducive to mosquito breeding in a timely manner to aid in the effective treatment of problem areas
- Apply pesticides, under supervision, to identified sources, using IPM practices
- Stocking mosquito fish in residential back yard water features including ponds and pools
- Safely apply pesticides to effectively treat ground nesting yellow jacket nests
- Read and understand the information contained in MSDS's and labels
- Accurately inform the public about the basic services of the District when working in the field
- Variety of equipment functions, station and some facility maintenance
- Revise and update operational maps of zones and treatment areas in the District, relevant to vector control operations, and otherwise assists in collecting and compiling data
- Keep supervisors informed of progress and problems, and request assistance as required
- Inspection of catch basins, creeks, drains, salt marsh areas, or other sources; may require clearing access ways and some drainage maintenance
- Read maps and navigate city streets, open spaces, and other terrain to locate job site while driving right hand drive vehicle
- Seasonal employees may operate a right-hand drive vehicle and may inspect catch basins, creeks, drains, salt marsh areas, or other sources. Employee may also be required to clear access ways and perform some drainage maintenance

Compensation and Benefits:

The salary range for this position is \$18.00 - \$23.00 per hour, depending on experience. Hourly rate will be determined at the time of hiring. Seasonal employees do not receive medical or other employee benefits; however they are entitled to paid District holidays and sick leave in accordance with state law. All legally required benefits are provided, including workers compensation.



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

Contact:

Inquiries should be directed to Brian Weber, Assistant Manager at (650) 344-8592.

Application Process:

Applications and resumes will be accepted until all positions are filled. The District encourages applicants to apply early to be considered. All applications and resumes should be submitted in person or by mail at the District's office in Burlingame before 4:00pm daily.

To apply online or obtain an application, visit our website at:

<http://www.smcmvcd.org/employment>

Applications and resumes should be mailed to the following:

San Mateo County Mosquito and Vector Control District
Attn: Human Resources
1351 Rollins Road
Burlingame, CA 94010

Please include a copy of your most recent California DMV Report (within the last 30 days) with your application.



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

VECTOR CONTROL TECHNICIAN

Definition

Under the general direction of the Assistant Manager and Operations Supervisor, performs inspections and control operations for assigned vectors and does related work and supportive services as required.

Qualifications

Minimum education equivalent to or graduation from high school.

Bachelor of Science or Bachelor of Arts degree in the field of Entomology, Biology, or Ecology from an accredited College or University is desirable.

Ability to communicate with the public in a clear, courteous and professional manner.

Basic knowledge of equipment, machinery, mechanics, is desirable.

Valid California Drivers License and satisfactory driving record insurable under the guidance of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

As a condition of continued employment, individuals appointed to the position must obtain certificates of competency issued by the State of California Department of Health Services entitled "Certified Technician – Mosquito Control", "Terrestrial Invertebrate Vector Control", and "Vertebrate Vector Control" (Licenses A, B, C, D) within two (2) years of their original date of hire. Certifications must be maintained throughout employment.

Duties and Responsibilities

The Vector Control Technician receives a preplanned zone assignment from the Assistant Manager and/or Operations Supervisor. Operations within each zone, include but are not limited, to the following essential functions:

- Conducts surveys and inspections for mosquitoes and other vectors. Includes ecological studies with other staff.
- Sets up, operates, and collects field trap samples for determining mosquito and vector populations.
- Performs premise inspections around, under, or within structures.
- Maintains up-to-date operational maps for all topographic characteristics, ponds, ecological properties, and other features relevant to vector control operations. During field studies, also records on the operational maps any significant ecological changes.
 - Mosquito-breeding sites are recorded within a centralized database. Vector Control Technicians are responsible for updating their database by collecting field data on a routine basis.
 - Field data includes location of mosquito breeding, type of mosquito breeding source, mosquito species, pesticide usage and quantity, etc.
- Performs all service requests within 1-2 business days of receiving a public call for help with a mosquito or vector problem. Coordinates service schedule with caller.
- Clears brush in creeks, with the use of hand-held equipment, including chain saws, to allow for mosquito and vector surveillance and control operations.
- Maintains ditches for drainage, levee investigations, and effective culvert and tide gate operations.
- Operates and maintains specialized field equipment for vector surveillance and control operations.
- Able to use, maintain and repair, as needed, all District pesticide dispersal equipment.

- In accordance with all Federal and State laws and using all required safety practices, is able to apply all pesticides deployed by the District.
- Opens, inspects and applies pesticides as needed in utility vaults and catch basins.
- Assists the Assistant Manager and/or Operations Supervisor with collaborative efforts in vector control operations with city agencies.
- Performs quality assurance evaluations of rodent baiting contracts between cities and/or county and local pest control companies.
- Performs rodent inspections at residential properties, as requested.
- Assists the Vector Ecologists in public relations and community education programs.
- Works with the Vector Ecologists in supporting disease surveillance operations in the field, including the bleeding of wild birds, sentinel flocks, small mammals and rodents.
- Attends continuing education programs to maintain required certification in vector control.
- Maintains and operates an assigned vehicle to meet all required safety, and District policies on vehicle and equipment maintenance.
- Maintains satisfactory attendance and the ability to get along with others.
- Assistant Manager, Operations Supervisor and/or District Manager may assign other duties as necessary.

Environmental Demands

Outside:	Works outside seven eights (7/8) of the time in a variety of weather conditions, ranging from Coastal winter conditions to +100F.
Inside:	Works indoors one eight (1/8) of the time in temperature-controlled environment.
Fumes/gases:	Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, printing cartridges, pesticides, auto shop fumes, and traffic congestion.

Noise/vibration: Shop, field and pesticide application equipment, laboratory and office machines, and cleaning equipment.

Mental Demands

Reading: Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for pesticide dispersal equipment, material safety data sheets, and pesticide labels written in English.

Writing: Writes reports, memos, messages; fills out forms and documents.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.

Attention to Detail: High-level concentration and attention to detail for extended periods of time required to find mosquito breeding sources and apply pesticides.

Repetition: Routine daily work practices, including pesticide applications, identifying insects, and field sampling.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet and requiring crawling, lying, kneeling,

sitting and standing. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, and crawling on hand and knees, and stomach. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. The position requires constant operation of a vehicle specialized pesticide dispersal equipment for extensive periods of time. While performing field operations, will require carrying spray equipment from 2 lbs. to 30 lbs. while climbing or hiking into areas to locate breeding sources. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects, and while balancing on uneven surfaces. Be able to receive and provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighting 30 lbs. to 40 lbs without assistance.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 50 lbs without assistance. Lifting and carrying spray equipment 40 lbs. to 50 lbs. without assistance. Able to climb and hike in hilly areas to perform survey programs for facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine fieldwork, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday includes some weekends.

Non - Exempt Employee Status

Salary Range

Class:	Operations
Category:	Vector Control Technician
Position Steps:	Seven
Range:	See current Salary Scale

Revised: November 19th, 2009



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

CLASSIFICATION DESCRIPTION

VECTOR ECOLOGIST

Definition

Under direction from the Laboratory Director, to perform professional entomological and vector ecology work related to the surveillance and control of terrestrial invertebrate vectors, such as mosquitoes, stinging insects, and other arthropods. In addition, supports an educational program with public and private schools within the District.

Qualifications

Bachelor of Science or Bachelor of Arts degree in the field of Entomology, Biology or Ecology from an accredited College or University is required.

Familiarity in communications or a minor degree in communications from an accredited College or University is desirable but not required.

Knowledgeable in laboratory testing procedures is desirable but not required.

Possess skill in the use of binomial keys for the identification of mosquitoes and other vectors, and the use of dissecting and compound microscope.

Basic experience in writing and desktop publishing preparation of press releases and informational brochures and pamphlets.

Intermediate computer experience with Microsoft Office products including Word, Excel, Access, Power Point, and Publisher.

Valid California Driver's License, and satisfactory driving record insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

Individuals appointed to the position must obtain certificates of competency issued by the State of California Department of Health Services entitled

“Certificate Technician – Mosquito Control”, “Terrestrial Invertebrate Vector Control”, “Vertebrate Vector Control” (**Licenses A, B, C, D**) as a condition of continued employment within one year of their original date of hire. Certification must be maintained throughout employment.

Duties and Responsibilities

Field Ecological Activities

Conducts studies and surveys of vector sources and population ecology and species distribution in the District.

Supports the Laboratory Director in establishing a system of vector population measurement and helps with the collection, identification, recording, and evaluation of findings.

Works closely with state, county, and city agencies on entomological and educational programs.

Assists disease surveillance operations in the field, including the bleeding of wild bird, sentinel flocks, small mammals and rodents.

Assist the development of new surveillance tools for monitoring populations of mosquitoes and other vectors.

Drafts reports, maps, and graphs as directed for surveillance and control operations.

Assists in the coordination of database programs for vector surveillance operations, vector control operation, mosquito breeding sources, and service requests.

Participates in the development and direction of programs to reduce or eliminate environmental factors favorable to vector production.

Performs quality assurance evaluations of rodent baiting contracts between cities and/or county and local pest control companies.

Performs ecto-parasite and rodent inspections at residential properties, as requested.

Performs field identifications of vectors to District and other agencies, private and public.

Laboratory Activities

Assists in training staff members in laboratory procedures and protocols.

Performs laboratory procedures related to encephalitis virus surveillance, Lyme disease surveillance, exotic arthropod surveillance and ectoparasite recovery and identification.

Executes laboratory procedures for processing of organisms, bleeding, laboratory work and the submission of specimens and blood sera for analysis.

Provides laboratory identification of vector species to District and other agencies.

Assists curation of the entomological collection of insects and other vectors.

Assists rearing of insects and other animals for use by District personnel for field, laboratory and educational programs.

Assists in the insecticide resistance-testing program.

Educational Activities

Extend the District's Educational Programs for private and public schools.

Develops training materials.

Participates in preparation of training manuals and annual reports.

Completes other educational duties as directed by the Laboratory Director or District Manager.

Office Activities

In the absence of the Laboratory Director, provides scientific consultation to the Manager on various program operations.

Assists in maintaining pertinent literature in vector ecology and related fields for the District's professional library.

Reviews scientific journals, research and technical reports and attends scientific seminars as needed and determined by management to obtain state-of-the-art information related to vector ecology.

Completes other office duties as directed by the Laboratory Director or District Manager.

Environmental Demands

Outside:	Works outside half the time in a variety of weather conditions ranging from Coastal winter conditions to +100F.
Inside:	Works indoors half the time in temperature-controlled environment.
Fumes/gases:	Exposure to various colognes/perfumes, fumes from laboratory equipment, chemicals used in museum curation procedures, and printing cartridges.
Noise/vibration:	Laboratory and Office Machines and cleaning equipment.

Mental Demands

Reading:	Reads letters, reports, memos, messages, and complex mosquito service requests, operating manuals for office equipment.
Writing:	Publishes in referred journals and writes reports, letters, memos, messages; fills out forms and documents.
Math:	Ability to perform basic math calculations and advanced statistical analysis of data. Ability to apply concepts such as fractions and percentages to practical situations.
Attention to Detail:	High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, documents, and integrating data in various databases.
Repetition:	Routing daily work practices, including laboratory procedures, identifying insects, and field sampling.
Judgment:	Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems and input data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.
Social Skills:	Ability to relate cooperatively with members of the public and District personnel.

Communication

Skills: Ability to quickly organize and communicate thoughts orally and written. In addition, the ability to understand communications from others.

Physical Requirements

Body Movement – Must have full mobility and use of both arms concurrently. Must have full range of motion to climb and hike into trapping and treatment areas that may include use of hands, arms, legs and feet and requiring crawling, lying, kneeling, sitting and standing. Must have full mobility to assist in installation and suppression programs, which involves climbing up and down steep canyon walls to survey and/or install equipment along creek beds, and crawling on hand and knees, and stomach. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals, and may deal with irate or antagonistic individuals.

- A. **Constant:** activity or condition exists 2/3 or more of the time. Must be able to conduct field operations, to carry spray equipment from 2 lbs. to 30 lbs without assistance. Inspect vector-breeding sources and applies control measures by climbing or hiking into areas to locate breeding areas. Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and while balancing on uneven surfaces. Be able to receive and provide clear verbal communications.
- B. **Frequently:** activity or condition exists from 1/3 to 2/3 of the time. Lifts and carries equipment and supplies weighing 30 lbs. to 40 lbs without assistance. The position requires the frequent operation of a computer keyboard for significant periods of time.
- C. **Occasionally:** activity or condition exists up to 1/3 of the time. Assists in maintenance programs by lifting supplies and equipment from 40 lbs. to 50 lbs without assistances. Lifting and carrying spray equipment 40 lbs. to 50 lbs without assistance. Able to climb and hike in hilly areas to survey programs or facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions. Position is subject to emergency call out on a 24-hour basis.

Responsible for maintaining their physical condition in a state that will not prevent them from performing the duties of their position or increases the danger or likelihood of injury on the job.

Vision

Requires adequate vision (which may be corrected) to read, write, perform fine laboratory and microscopic work, and safely operate in the conditions listed above.

Hearing

Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

Basic Work Hours

8:00 AM to 4:30 PM, Monday through Friday

Non-Exempt Employee Status

Salary Range

Class:	Laboratory
Category:	Vector Ecologist
Position Steps:	Seven
Range:	See current Salary Scale

Revised: November 16, 2009