

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## CALPERS RETIRED ANNUITANT PROJECT SPECIALIST

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DEPARTMENTS: ADMINISTRATION / OPERATIONS / SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 03/17/2021

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**SUMMARY:** The role of the CalPERS Retired Annuitant Project Specialist is to aide with technical, administrative and field activities; perform research and assist with conducting various studies and analyses; coordinate events in the District; and to perform other job-related work as required.

This position is classified as a Retired Annuitant position for CalPERS purposes, and is limited to a 960 hour work period per fiscal year.

Salary Range: \$30 - \$90 hourly based on experience and assignment.

**SUPERVISION:** Receives general supervision from the General Manager and his/her designee.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform detailed and comprehensive research and analysis for special projects as assigned;
- Conduct special internal organizational audits as assigned;
- Coordinate organizational development activities;
- Prepare reports in a timely and professional manner;
- May be required to attend such training as deemed necessary to complete assigned tasks;
- May be assigned to interim director level positions;
- Reviews goals, objectives, rules, policies and procedures for the operation of the department;
- Prepares a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;
- Provides technical advice and assistance to staff, including other departments;
- Consults with staff for the processing of reports, studies, and/or presentations;
- Reviews departmental reports for accuracy and makes recommendations for the efficient gathering of data and departmental statistics;
- In consultation with other departments, assists with public information requests and document production requests associated with department litigation;

- Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports related to departmental programs and projects;
- Conducts special projects;
- Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance District services.

### **JOB KNOWLEDGE AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to plan, organize, coordinate and direct the department activity functions of the District;
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of services;
- Interpret, explain, apply and enforce a variety of laws, rules and regulations;
- Collect and analyze data and prepare both comprehensive and concise reports;
- Effectively represent the District with individuals, community organizations and other governmental bodies;
- Establish and maintain cooperative working relationships with the community and other agencies/organizations;
- Basic use of word processing and personal computers, with special emphasis on spreadsheets and/or database software applications, internet, and email;
- Common research and/or statistical practices and techniques.

### **SKILLS IN:**

- Writing clearly, accurately, concisely, and legibly and with correct English grammatical construction and spelling.
- Utilizing standard of office equipment including a computer and telephone. Understanding and carrying out verbal and written instructions; observing, assimilating, remembering, recording, and recalling pertinent facts and details.
- Applying selected knowledge (i.e. laws, statues, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing diverse information in order to decide upon an appropriate and reasonable course of action. Working courteously with the public.
- Working with various groups in a tactful and effective manner. Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM REQUIREMENTS:**

A combination of training and experience which would demonstrate the required job knowledge and abilities, including:

**Education:**

High School diploma and/or equivalent.

**Experience:**

A minimum of five years of experience in the requesting department activities.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Must possess a valid California Driver's license, Class C, as required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Must meet physical standards, to include the occasional lifting of 50 pounds and/or moving objects up to 50 pounds.

While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Vision: Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading, and/or close-up work.

Emotional/Psychological: Constant concentration, decision making and public contact, ability to exercise sound judgment especially under stressful situations and working alone.

Hearing: Must possess satisfactory hearing capabilities.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in various outdoor weather conditions, and various shifts and hours as needed.

*This classification should not be interpreted as all inclusive. It is intended to identify the essential job functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in the specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to disability as*

*defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*