

DATE: October 13th, 2022
TO: Board of Trustees
FROM: Lara Florea
SUBJECT: 2023 Proposed Organizational Chart

The proposed Organizational Chart was created with input from the BCRSD Operations Committee and staff. The chart shows the position titles within the organization. The current number of employees in each position is noted below.

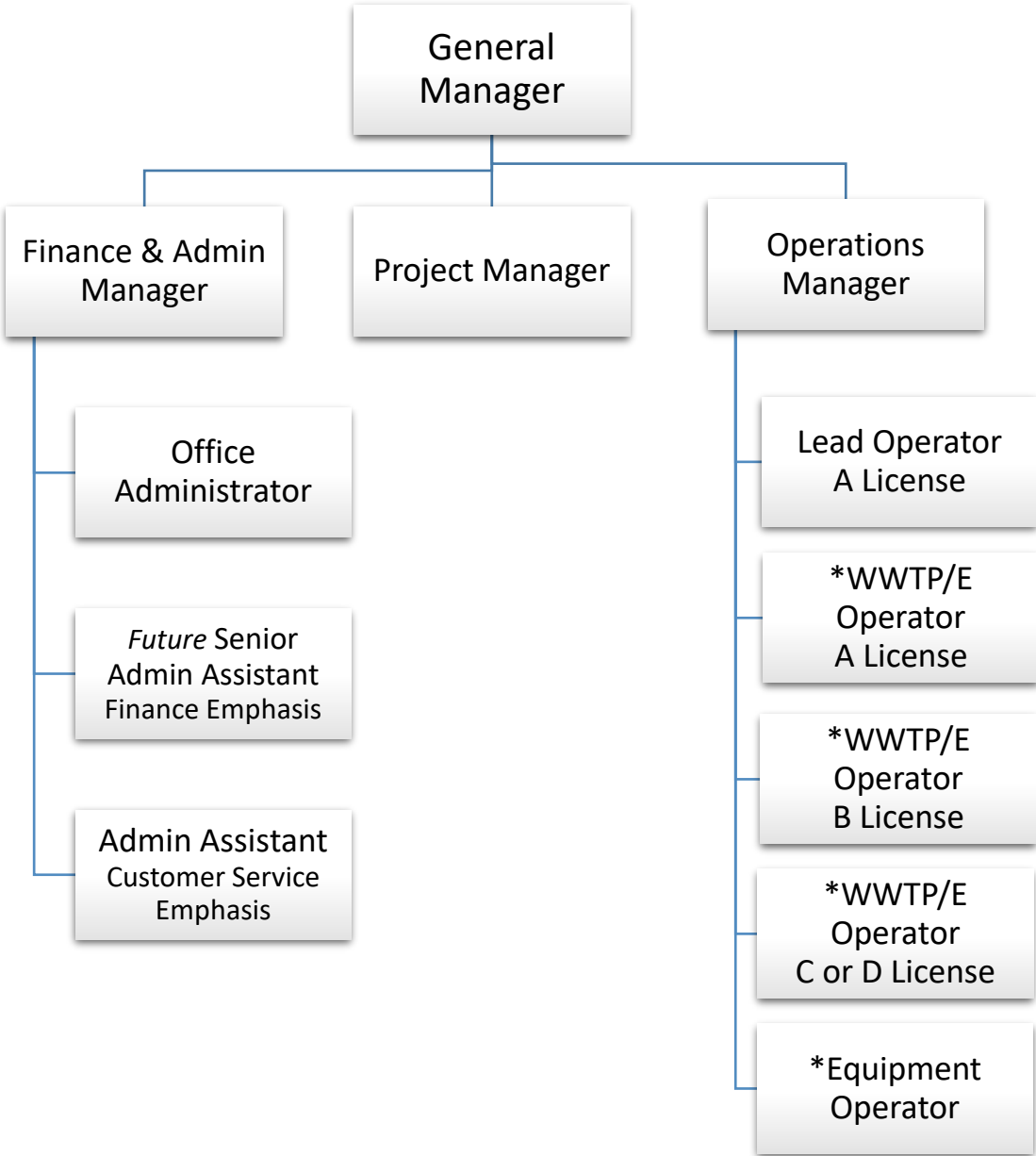
The BCRSD has 13 full time staff members. With the retirement of the current Project Manager, and the addition of the Administrative Assistant that number will remain the same for 2023. The addition of the Senior Administrative Assistant position will help alleviate the deficiencies in cross training and succession planning. Although a job description will be developed, we do not anticipate filling this position until 2024.

Proposed staff levels for 2023 are:

- 1 - General Manger
- 1 - Finance and Administration Manager
- 1 - Project Manager
- 1 - Office Administrator
- 1 - Administrative Assistant
- 1 - Operations Manager
- 1 - Lead Operator
- 4 - WWTP/Equipment Operators
 - May increase due to Equipment Operators becoming licensed. Requires A, B, C, or D license with new hires probationary until licensed.
- 2 - Equipment Operators (Senior & Entry)
 - May decrease due to promotions if licensed and promoted. Requires CDL, WWTP license encouraged.

With approval of the organizational chart, staff will continue the job description update and revision process for each position listed.

BCRSD PROPOSED 2023 ORGANIZATIONAL CHART



*Number of employees in these positions will vary based on license levels.