

*SANTA YNEZ COMMUNITY SERVICES DISTRICT*

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Loch Dreizler, General Manager  
**DATE:** November 16, 2022  
**SUBJECT:** Hiring a new Secretary/Treasurer and/or Confidential Administrative Assistant

**Recommendation**

Update and informal discussion of a draft timeline for hiring a secretary/treasurer and a confidential administrative assistant.

**Policy Implications**

The General Manager is responsible for hiring District staff

**Fiscal Implications**

Hiring an administrative assistant and/or a Secretary/Treasurer may require additional personnel budgetary revisions to be determined later.

**Alternatives Considered**

None

**Discussion**

The previous Secretary/Treasurer's last day was November 10, 2022, and the General Manager has begun the hiring process.

**Attachment:**

- Draft Timeline

## DRAFT Timeline

This is a draft, and if there are any opportunities to improve efficiencies, those improvements will be made.

Hired Temporary Assistant – Jeanne Goodwell November 14, 2022

Hired Payroll Service – Pacific HR in Solvang November 14, 2022

### Finalized Job Descriptions

1. Confidential Administrative Assistant November 30, 2022
2. Secretary/Treasurer December 30, 2022

Job Notice December 8, 2022

1. Zip recruiter
2. Local Publications
3. CSDA Website
4. ?

### Resume Review

- Top 3 or 4 Candidates Selected January 6, 2023

### Panel Interview

- Select Candidate January 20, 2023

Background Check January 26, 2023

Selected Candidate – week Notice their employer February 6, 2023

Onboard new Candidate February 20, 2023

Begin Hiring Process for Board Secretary/Board Treasurer February 27, 2023