

BOARD MEMBER ASSISTANT AND BOARD MEMBER CONSULTANT POLICY

1. That an employee classification of Board Member Assistant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public, and District staff.

Minimum requirements: evidence of the required training and experience shall be demonstrated by coursework in business administration or a related field, and/or sufficient experience performing data analysis and adjunct clerical functions for which familiarity with personal computers is desirable.

Maximum compensation rate: up to \$29.47 per hour, and as revised by the Governing Board.

2. That an employee classification of Board Member Consultant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Minimum requirements: evidence of the required training and experience shall be demonstrated by graduation from an accredited college or university preferably with a major in an academic discipline related to the assignment and/or sufficient experience involving technical or analytical work at a professional level which would demonstrate the required knowledge, skills, and abilities related to the assignment.

Maximum compensation rate: up to \$53.05 per hour, and as revised by the Governing Board.

3. That class specifications of Board Member Assistant and Board Member Consultant, District employees not eligible for any District benefits unless so

specified in individual contracts, be added to the District's Classification Plan at that compensation rate and with the scope of duties and minimum requirements specified above.

4. That the Contracts for Board Member Consultants engaged as independent contractors shall specify that they shall not, during the term of their employment, engage in any performance of work that is in direct or indirect conflict with duties and responsibilities for the District, and that their contracts shall contain a provision so stating. Contracts for Board Consultants and Assistants engaged as contract employees shall be subject to Section 40 of the District's Administrative Code—Code of Ethics, except that they shall adhere to the work rules and performance standards established by the Board Member to whom they report.
5. That a Board Member wishing to engage the services of a person to provide assistance shall submit to the Administrative Committee a Proposal identifying the person and setting forth his or her qualifications, scope of duties, and proposed compensation. The proposal shall include a listing of other employment and/or clients sufficient to determine whether the person has existing work that conflicts directly or indirectly with his or her duties and responsibilities for the District. The Administrative Committee shall review the Proposal and determine if the proposed compensation rate is consistent with the required qualifications described above and shall, with advice of District Counsel, make a case-by-case determination of whether a person proposed to provide assistance complies with the conflict-of-interest requirements of this Policy and is a Board Member Assistant or a Board Member Consultant. If the determination is made that the person is a Board Member Consultant, the Administrative Committee also shall determine whether the Board Member consultant be classified as an employee or an independent contractor. All Board Member Assistants shall be contract employees. Board Member Assistants, and Board Member Consultants who are District employees, are exempt from the District's Salary Resolution, Personnel Rules, and Administrative Code, except as specifically referenced in the said documents, [this policy](#), or in his/her contract with the District.
6. That the position of Board Member Consultant (whether District employee or independent contractor) [and Board Member Assistant](#) be noticed for designation in the District's Conflict of Interest Code listing classifications subject to the Code and the incumbent must disclose economic interests and comply with the Conflict of Interest provisions of the Political Reform Act.
7. That Board Member Assistants or Board Member Consultants serve at the pleasure of the Board Member to whom support services are provided and pursuant to the provisions of the contract executed between the Board Member Assistant or Board Member Consultant and the District. A Board Member Assistant, or Board Member Consultant who is an employee, shall receive overtime pay at the rate of 1.5 times the hourly rate specified in his or her contract for hours worked in excess of ten per day or forty per week provided the Board

Member first approves in writing the working of any overtime by the Board Member Assistant or Board Member Consultant.

8. That the maximum support service-related expenditure the District may make per Board Member (except the Chair and the CARB representative) is \$36,502 per fiscal year, and as revised by the Governing Board, including business-related expenses. That the Board's CARB representative shall have, in addition to the fiscal year maximum applicable to the Board Members, an equivalent amount for assistance with CARB-related matters. That the Board Chair's administrative support shall be, at the Chair's option, either: (1) a regular, non-contract District employee at the Executive Secretary level; or (2) a Board Member Assistant, or Board Member Consultant, or combination, at a total fiscal year cost, including business-related expenses at an amount set by the Governing Board.
9. The total compensation provided under a contract between the Board Member Assistant or Board Member Consultant and the District for any Board Member shall not exceed the amounts specified in paragraph 8 above. At such time as the compensation for services reaches said amounts, the contract for services shall be terminated at the employment relationship between the Board Member Assistant or Board Member Consultant and the District shall be terminated.
10. That all present and future assistants to a Board Member (whether Board Member Assistant or Board Member Consultant, and whether or not an independent contractor) shall be subject to this policy.

TITLE: BOARD MEMBER ASSISTANT

DEFINITION: Under the direction and at the pleasure of a District Board Member, performs duties as defined by the Board Member; assists the Board Member with duties based on level of assignment; and does other work as required.

CLASSIFICATION STANDARDS: Positions in the Board Member Assistant class report directly to a Board Member on a contractual basis. Positions in the class serve at the pleasure of the Board Member and appointments are exempt from the District's merit system practices. Assignments are determined by the Board Member.

SCOPE OF DUTIES:

Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; and responding to inquiries from constituent public entities, District Board Members, the public and District staff.

MINIMUM REQUIREMENTS:

Evidence of the required training and experience shall be demonstrated by coursework in business administration or a related field and/or sufficient experience performing data analysis and adjunct clerical functions for which familiarity with personal computers is desirable.

TITLE: BOARD MEMBER CONSULTANT

DEFINITION: Under the direction and at the pleasure of a District Board Member, performs duties as defined by the Board Member; assists the Board Member with duties based on level of assignment; and does other work as required.

CLASSIFICATION STANDARDS: Positions in the Board Member Consultant class report directly to a Board Member on a contractual basis. Positions in the class serve at the pleasure of the Board Member and appointments are exempt from the District's merit system practices. Assignments are determined by the Board Member.

SCOPE OF DUTIES:

Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

MINIMUM REQUIREMENTS:

Evidence of the required training and experience shall be demonstrated by graduation from an accredited college or university preferably with a major in an academic discipline related to the assignment and/or sufficient experience involving technical or analytical work at a professional level which would demonstrate the required knowledge, skills, and abilities related to the assignment.