

Section	100 Personnel
Title	Creating a Position
Code	101
Status	Active
Adopted	

Authority

Positions for management and seasonal employees shall be established by the Board to provide the effective leadership and management necessary to operate the pool facility to provide a quality and safe swimming environment, consistent with the needs and resources of the community and association.

The need for creating positions shall be determined by the Board, with consideration given to a recommendation of the general manager. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective operation of the pool.

The initial pay rate for a new position shall be determined by the Board when creating the position, based upon the recommendation of the general manager, and supporting documentation.

Delegation of Responsibility

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate/training if such is required.
3. Supporting data and other rationale relevant to the recommendation.

The general manager or the head of the personnel committee shall be responsible for maintaining a comprehensive and up-to-date job description for all positions within PMPA. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations, where applicable.