



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Operations Superintendent Hiring

EXHIBIT: F-7, 2 Pages

AUTHOR: Danielle Mueller, Finance & Admin Manager
Jessica Grunst, Account Clerk II/HR Specialist

MEETING DATE: July 29, 2025

RECOMMENDED ACTION: Approve starting salary for Operations Superintendent at Step 3 in accordance with the District's Personnel Policies and Procedures Manual (PP&PM).

DISCUSSION: Following the resignation notice of the current Operations Superintendent, the District immediately initiated a recruitment process. While several applications were received, only two candidates met the minimum qualifications. After conducting interviews, it was clear that Nic Massetani, our current Operations Specialist III, was the most qualified and best suited for the role.

Nic has been with the District since 2019, and currently earns at a Step 4 of the Operations Specialist III classification. He also receives 13.75% in educational incentives, the highest among all District employees, primarily due to his EMT certification and other specialized skills. Nic has always demonstrated exceptional performance, strong leadership, and a deep understanding of District operations.

Section 4.19 of the District's Personnel Policy and Procedures Manual, a promoted employee is typically placed at the entrance step of the new classification range. However, if the employee possesses extraordinary qualifications, the General Manager may request Board approval to appoint the employee at Step 2.

Due to the nature of the Operations Superintendent classification, many of Nic's current incentives will not carry over. Only 2% of his current 13.75% in educational incentives are eligible to carry over to the new role, and he will no longer be eligible for the 5% EMT pay. If promoted at Step 1, Nic would actually experience a reduction in total compensation, which is inconsistent to the District's general practice of providing at least a 5% increase upon promotion.

To recognize Nic's qualifications, performance, and to maintain internal equity, the General Manager requests that Nic be appointed at Step 3 of the Operations Superintendent range. At this step, along with the remaining 2% educational incentive, his promotion would result in a 6.7% total increase, aligning with the District's promotional pay practices and ensuring a fair and competitive offer for the new responsibilities he will assume.

FISCAL/RESOURCE IMPACTS: The promotion will result in an \$8,618 annual increase in salary. However, the net fiscal impact to the District is expected to be minimal, as the Operations Superintendent position is already budgeted at a comparable level.

In addition, when Nic's current position is backfilled, it is anticipated that the District will hire an Operator I level, resulting in a salary savings.

ATTACHMENTS: None

DATE PREPARED: July 23, 2025