



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

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MEMORANDUM

To: Public Works Maintenance Personnel (Road, Facilities, Solid Waste, and Fleet)
From: Jeff Walters, Public Works Director / Director of Road Operations and Fleet Services
Date: May 26, 2016
Re: Position Vacancy – Public Works Maintenance Worker II-III Road Division in Benton

Due to an upcoming retirement a MW II-III vacancy in Roads will soon become available in Benton. Public Works has been authorized to fill this full-time position with “in-County” recruitment. This position requires a Class A or B license. The Road position is full-time out of Benton.

This vacancy is being advertised within the Department of Public Works as a transfer or promotional opportunity.

Human Resources will be advertising the vacancy in-County for a 10-day period starting this week. A job announcement summarizing the job duties and requirements has been prepared and a copy of the announcement and information regarding the recruitment will be available at the “employment opportunities” link on the County’s website (www.monocounty.ca.gov).

Consistent with Article 23 of the MCPE / Mono County MOU, Public Works maintenance employees may request an intra-departmental transfer when such an opening occurs. Employees who wish to transfer shall make a request within 10 working days of notification (05/26/2016 – 06/09/2016) that an opening exists. The necessity to complete an application or have additional testing for this position will depend on the number of current employees interested in this position and will be at the discretion of Human Resources. Re-assignment to any position requires the approval of the Public Works Director and County Administrative Officer.

The permanent work station for the Public Works Maintenance Worker II-III is in Benton at the Road shop, but assignments and responsibilities extend throughout the County.

The salary for the PW Maintenance Worker II has been established at Range 53, which is currently \$3,056 to \$3,714 per month. The salary for a Maintenance Worker III has been established at Range 57, which is currently \$3,372 to \$4,099 per month.

Should you wish a transfer/promotion from your current assignment to the Maintenance Worker II-III Roads based in Benton, please notify me in writing or by email no later than 5 pm, Thursday, June 09, 2016.

Please contact either Jeff Walters (932.5459, jwalters@mono.ca.gov) at Public Works’ administrative office or Megg Hawkins in Human Resources (932.5442, mhawkins@mono.ca.gov) if you would like a copy of the job description or job flyer for the position. Please contact Jeff Walters if you have any questions about this position.

cc: Leslie Chapman, CAO
Dave Butters, HR
Jerry Frederick, Local 39 Representative

files: Correspondence; Intra-Dept. Transfers