



A G E N D A
EXECUTIVE COMMITTEE

Tuesday, October 14, 2014 – 1:00 p.m., Administration Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Foundation Member/Shareholders Comments
6. **OLD BUSINESS**
 - a. Approve Purchase of Staff Cell Phones (Pg. 1)
 - b. Amend Policy 4001-20, Application of Personnel Policy (Pg. 5)
 - c. Adopt Policy 4245-20, Portable Electronic Equipment (Pg. 7)
 - d. Amend Policy 4292-20, Dress Standards (Pg. 10)
 - e. Approve Election Services Contract (Pg. 13)
7. **NEW BUSINESS**
 - a. Adopt Policy 2115, Distribution Business Services (Pg. 17)
 - b. Security Cameras
 - c. Equity Co-owner – discussion only
 - d. Emergency Preparedness Supplies Order – E. Gomez
 - e. Amend New Position Description 3194.2 – Mail Dispatcher, Mutual Administration (Pg. 20)
 - f. Adopt New Position Description 3391.4-70 – Permit and General Office Clerk, Physical Properties Department (Pg. 22)
 - g. Amend Position Description 3691-40 – Administrative Secretary, Recreation Department (Pg. 24)
8. Committee Member Comments
9. Executive Session
 - a. Personnel Update
10. Adjournment

Monthly Meeting: The next monthly meeting will be held on **Thursday November 6, 2014** (due to the November 11 Veteran's Day holiday), at 1:00 p.m. in the Administration Conference Room.

Agenda is Subject to Change

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: CELLULAR PHONES
DATE: OCTOBER 7, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

To assist the Golden Rain Foundation employees in their work and for the benefit of the Foundation, employees are using their personal cell phones for business purposes. California Labor Code section 2802. Section 2802 requires employers to indemnify employees for all "necessary expenditures" incurred in carrying out their job duties.

Per the attached notice, if an employer expects an employee to be available by mobile device, the employer must either provide the employee with the device and pay all of its costs or reimburse the employee for a reasonable percentage of the employee's cost of using their own personal devices.

It is recommended by the Executive Director that GRF establishes a reimbursement program for employees that have been pre-approved by the Executive Director to use their personal cell phone in the course of business. Positions that may be included in the program are involved with management, safety, or the off-site business of the Foundation. Below is an example of the positions that may be approved for the reimbursement:

- Executive Director
- Facilities Manager
- Recreation Supervisor
- Service Maintenance Supervisor
- Security Chief
- Deputy Security Chief
- Mutual Administration Director
- Safety/Emergency Coordinator
- News Sales Staff

To initiate the reimbursement program, the employee would be required to complete a reimbursement form that would be approved by the Department Manager and Executive Director. The reimbursement would be determined by the usage of the phone for Foundation business and the employee's cost of using their own personal device. The monthly reimbursement per employee would not exceed \$50.00.

Action by the Executive Committee to approve the employee reimbursement of cellular phones is requested.

NOTE: If approved, reimbursement funding is available through the implementation of an eFax solution.

Employment and Labor Law Update

August 2014

RUTAN
RUTAN & TUCKER, LLP

CELL PHONES -- EMPLOYERS BEWARE!

In a precedent-setting decision issued on August 12, 2014, the California Court of Appeal created yet one more minefield for employers attempting to navigate California's wage and hour laws.

California Labor Code section 2802 requires employers to indemnify employees for all "necessary expenditures" incurred in carrying out their job duties. The question raised in *Cochran v. Schwan's Home Service, Inc.* was whether an employer *must always* reimburse an employee for the reasonable expense of a cell phone or is the reimbursement obligation limited to situations where the employee incurred an *extra* expense that would not have otherwise been incurred absent the job?

According to the court, "reimbursement is always required" to avoid an employer from receiving "a windfall because it would be passing its operating expenses onto the employee." The court rejected the argument that an employer should not be required to reimburse the employee in situations where the employee is already on an unlimited family plan (i.e., use of the cell phone for work did not result in an increase to what the employee was already paying for personal use). The court concluded that "it is irrelevant whether the employee changed plans to accommodate work-related cell phone usage. . . . [T]he details of the employee's cell phone plan do not factor into the liability analysis."

What this means for employers: If an employer expects an employee to be available by mobile device, the employer must either provide the employee with the device and pay all of its costs or reimburse the employee for a reasonable percentage of the employee's cost of using their own personal devices. The court did not define a "reasonable percentage."

Other mobile device risk areas: Apart from the cost, employers should also be mindful of other risks raised by employee mobile-device use. These include off-the-clock claims by non-exempt employees who review and respond to emails or calls after hours but fail to record their time as hours worked. Before permitting non-exempt employees to use mobile devices, an employer should have a clear and easy-to-follow policy for how to capture "after hours" work to ensure all work time is paid. In addition, employers should also be careful to put procedures in place to protect against the disclosure of confidential trade secret information and to ensure that the employer has the right to monitor all activity on the employee's mobile device.

To best protect against these risks, employers are strongly encouraged to adopt robust mobile-device policies.



Maria Z. Stearns is a Partner in the firm's Employment Law Department where she represents businesses in employment litigation and transactional matters. For more information, please contact Ms. Stearns (mstearns@rutan.com; 714.338.1821) or your regular Rutan & Tucker attorney.

This e-Alert is published periodically by Rutan & Tucker, LLP, and should not be construed as legal advice or legal opinion on any specific facts or circumstances. The contents are intended for general informational purposes only.

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**Golden Rain Foundation
Cell Phone Reimbursement Form**

DRAFT

Employee Name: _____

Department: _____

Title: _____

Reason for use of personal cell phone for Foundation business:

Amount of monthly personal cell phone bill: _____

NOTE: For audit purposes, a copy of your bill may be required to validate amount. For bills that are bundled, such as the case of a family plan, the employee will need to determine the amount that would be allocated to his/her phone if it was in a standalone plan.

Monthly percentage of Foundation use on personal cell phone: _____%

Reimbursement will be calculated based on the amount of the employee's monthly personal cell phone bill and the percentage of use for Foundation business. The maximum reimbursement will not exceed \$50.00 per month.

Employee Acknowledgement:

- I verify that the information above is accurate.
- I understand that I may be required to validate my personal cell phone amount by providing a monthly cell phone bill to my employer.
- I agree that if my cell phone costs change or if there is a change in the use of my cell for business purposes, I will complete a new reimbursement form with 14 days.
- I agree that I need to abide by all safety guidelines and state/federal regulations while using my cell phone for business purposes.

Employee Signature

Date

Department Manager Signature

Date

Reimbursement is Approved Denied – Reason: _____

Executive Director Signature

Date

=====

Finance Use Only:

Start Date of Reimbursement: _____

Monthly Reimbursement Amount: _____ GL#: _____

Reviewed and Approved by: _____ Date: _____

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: AMEND POLICY 4001-20, APPLICATION OF PERSONNEL POLICY
DATE: OCTOBER 7, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

Policy 4001-20, Application of Personnel Policy, sets forth the parameters of the personnel policies.

The policy was reviewed for accuracy based on current departments and procedures. The Executive Director recommends the following changes to Policy 4001-20, Application of Personnel Policy:

- Delete specific departments and state that the GRF Personnel Policies apply to all Golden Rain Foundation employees.
- Delete the responsibilities of the Administrative Services Department and Controller. Information on the roles of Human Resources and Finance should be contained in the positions descriptions.

Action by the Executive Committee to recommend the Board approve the amendment of Policy 4001-20, Application of Personnel Policy, is requested.

PERSONNEL**Application of Personnel Policy**

The Golden Rain Foundation Personnel Policies, as stated in Section 4000, apply to all employees of the following departments: Foundation.

1. ~~Administration and Board Office~~
2. ~~Administrative Services Department~~
3. ~~Accounting Department~~
4. ~~Physical Property Department~~
5. ~~Recreation Department~~
6. ~~News Office~~
7. ~~Security Department~~

~~The Administrative Services Department of the Golden Rain Foundation is responsible for maintaining the official personnel files on all employees.~~

~~The Controller of the Foundation is responsible for verifying the accuracy of the payroll records, and all departments are required to furnish that office all data necessary to verify the payment status of all employees. This includes all records of sick leave, vacation, other leave, overtime, as well as the regular pay record of all individual employees.~~

Policy

Adopted: 15 Apr 69
 Amended: 21 Apr 70
 Amended: 09 Aug 88
Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 88)

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: NEW POLICY 4245-20, PORTABLE ELECTRONIC EQUIPMENT
DATE: OCTOBER 7, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

To assist the Golden Rain Foundation employees in their work and for the benefit of the Foundation, portable electronic equipment may be issued to employees. It is recommended by the Executive Director that a policy be developed to set forth the Foundations and employees' responsibility and guidelines regarding GRF portable electronic equipment.

The Executive Director recommends the following rules and guidelines concerning employee use of Foundation portable electronic equipment.

- Define examples of electronic equipment as laptops, iPads, tablets, cellular phones and other portable platforms and devices;
- Equipment will be issued only with Executive Director authorization based on the necessity of the equipment to carry out an employee's duties;
- Equipment is for Foundation business only;
- Equipment will include standard operating business software and applications, and, if applicable, accessories such as charging cords, adapters, and cases;
- Employees shall be responsible for the protection and exclusive use of the equipment;
- Equipment is subject to search or subpoena only through the California or Federal court systems;
- Equipment shall be surrendered to the ITS Department at the end of the employment, when directed by GRF Management, or when equipment is returned for new equipment assignment.

Action by the Executive Committee to recommend the Board approve Policy 4245-20, Portable Electronic Equipment, is requested.

PERSONNEL

CONDITIONS OF EMPLOYMENT

Portable Electronic Equipment

Employee Use of Foundation Electronic Portable Equipment

To assist the Golden Rain Foundation (GRF) employees in its work, portable electronic equipment may be issued to employees. Such equipment is Foundation property recommended for the express use of Foundation business only.

Examples of portable electronic equipment include laptops, iPads, tablets, cellular phones and other platforms and devices.

Issuance and Authorization

Authorization for employees to receive Foundation equipment is to be initiated and approved by the Executive Director. Authorization is based on an employee's position and the necessity of the portable electronic equipment to carry out his/her duties for the benefit of the Foundation.

Equipment shall be issued with standard operating and business software, and, where applicable, standard accessories such as charging cords, adapters, and cases. Any additional accessories, other than software, which are purchased by an employee, shall remain the employee's property. Employees must sign for the issued equipment; upon receipt, they will receive a copy of this Policy. Equipment shall be identified via barcode and/or serial number where applicable. The original signed issued equipment form shall be placed in the employee's personnel file.

Equipment Protection

Employees are required to use the device for business purposes only. Email and photography is allowed for Foundation business use. Employees receiving Foundation equipment shall be responsible for the protection and exclusive use of the equipment, including hardware and software.

Software Updates and Control

The equipment shall be issued with standard business software/applications (i.e. Adobe Acrobat, Microsoft Office Suite, Apple iWorks and the integrative

associated software). The Information Technology Services (ITS) Department Manager shall have authority and responsibility for use and control of all software applications including upgrades and updates on all electronic assets. The ITS department will only install applications that are deemed business appropriate.

Employees shall be issued passwords for email access and, when applicable, software.

All electronically stored information contained within Foundation equipment is subject to search or subpoena only through the California or Federal court systems.

Loss or Damage

Loss or damage shall be reported as soon as possible to the ITS Department. In the case of loss or theft, law enforcement may be contacted. Employees should exercise reasonable and prudent care of the equipment in their possession. If damage to equipment is beyond the scope of warranty protection the Foundation purchased, and the cause of damage is a result of negligence, the employee may be subject to discipline up to and including termination.

Return or Replacement

All equipment shall be surrendered to the ITS Department at the end of the employment, when directed by GRF Management, or when equipment is returned for new equipment assignment. Returns for technical issues shall be via the ITS Department for diagnosis and corrective action.

Adopted: XX XXX XX

**Policy GOLDEN RAIN FOUNDATION
Seal Beach**

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: AMEND POLICY 4292-20, DRESS STANDARDS
DATE: OCTOBER 7, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

Policy 4292-20, Dress Standards, sets forth the parameters for the personal appearance for all Golden Rain Foundation employees.

The policy was reviewed to ensure that the dress standards met the professional and safety standards required by the Foundation. The Executive Director recommends the following changes to Policy 4292-20, Dress Standards, to clarify the acceptable standards:

- Specify when uniforms can be worn.
- Detail the type of shoes that are acceptable
- Add sections for hair, fragrances, jewelry, and tattoos.
- Add that blue jeans and clothing with specific slogans are **not** acceptable and that approved shorts/skirts/skorts and hats are acceptable only as part of a uniform.
- Add that employees may be sent home if dressed inappropriately without pay and disciplinary action may be taken.
- Add in the request process for religious or medical reasonable accommodations.

Action by the Executive Committee to recommend the Board approve the amendment of Policy 4292-20, Dress Standards, is requested.

PERSONNEL

CONDITIONS OF EMPLOYMENT

ORIGINAL

Dress Standards

The Foundation's professional atmosphere is maintained, in part, by the image that employees present to our shareholders/members, family members and vendors. In the interest of presenting a professional image to residents-shareholders/members and others with whom we deal, employees are expected to observe good grooming and personal hygiene habits. Uniforms and other clothing-Clothing should be neat and clean. If a uniform is not required for the employee's position, employee should dress conservatively and appropriately for the nature of the position, and with attention to personal safety.

Uniforms – Foundation employees who serve as inspectors, maintenance, purchasing, security or transportation may be required to wear a uniform as a condition of initial and continued employment. Uniforms are to be worn during the work shift and while traveling to and from the work site only.

Shoes – In that regard, cCertain designated departments may require employees to wear well-soled, leather shoes which completely enclose the foot. Thongs, sSandals or canvas rubber-soled shoes should not be worn in these areas. In all other areas, shoes must have a closed back or have a strap to ensure a tight fit around the foot for personal safety. Thongs, slippers, or any other type of loose fitting shoes may not be worn at any time.

Hair – Hair (including mustaches and beards) must be clean, neat, and controlled.

Fragrances – Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, personal fragrant products (fragrances, colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees. Other fragrant products (potpourri and similar products) are also not permitted in the workplace.

Tattoos and Jewelry – Tattoos and body piercings (other than earrings) should not be visible. Employees may wear jewelry in moderation taking into account the safety factors for the position.

Blue jeans are not acceptable for any position unless approved in advance by the Executive Director. Any clothing with slogans of an offensive, political, religious or
(Jan 98)

PERSONNEL

CONDITIONS OF EMPLOYMENT

ORIGINAL

Dress Standards

suggestive nature is NEVER ACCEPTABLE and cannot be worn on the Foundation premises during work hours. Shorts and hats may only be worn as part of a uniform or if approved by the Executive Director and/or Department Head for that position.

Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Such employees will not be compensated for the time away from work. Repeated failure to meet the dress standards of the Foundation will result in disciplinary action.

If employees have any questions to what attire is appropriate for their department, the matter should be discussed with the immediate supervisor.

Any employee that has a request for a dress standard accommodation due to religious or medical reasons needs to submit their request in writing to the Human Resources Director. Requests will be reviewed on a case by case basis by the Executive Director and the Human Resources Director. The final decision will be based on the safety of the employee in his/her position, the reasonableness of the request, and the overall impact to the Foundation.

Procedure

Approved: 09 Jan 98

Amended:

Executive Director

Golden Rain Foundation

(Jan 98)

**BID SUMMARY
LEISURE WORLD SEAL BEACH
2015-2017 ELECTION SERVICES CONTRACT**

BID OPENING: OCTOBER 14, 2014

BIDDER	TOTAL BID
Accurate Voting Services	
Ball and Associates	
HOA Elections of California	
The Inspectors of Election	
Intellivote	
Merriman River Group	
True Ballot	

2015-2017 ELECTION SERVICES CONTRACT INFORMATION SHEET

- Election companies were sourced from:
 - previous bidders,
 - the 2014 CAI Membership Directory,
 - the CACM Journal, and
 - the Davis-Stirling website.
- **TEN** companies were contacted September 2 – 4, 2014.
- **SEVEN** companies agreed to receive bid packets; **TWO** companies declined to participate in the bidding process; and **ONE** did not respond to multiple requests.
- Bids were mailed September 4 and 5, 2014.
- Sealed bids were due at the Board Office by 4:00 p.m. on Tuesday, October 7, 2014. **ONE** bid was received by the deadline.
- The bid will be opened at the Executive Committee meeting on Tuesday, October 14, 2014.
- Please note: the bids will **NOT** include the cost of postage in bid amount due to variables, including weight of packets, number of returned packets, etc. Postage will be paid under separate agreement. Example: The 2014 election services contract was \$35,883, but the postage was approximately \$25,000.

ELECTION COMPANIES THAT RECEIVED BID PACKET FOR 2015-2017 ELECTION SERVICES CONTRACT

Accurate Voting Services, Inc.+#

Cheryl Wilson and Cathy Tinnelly
P. O. Box 6117
Laguna Niguel, CA 92607-6117
(949) 588-8500
www.accuratevotingservices.com

Intellivote*

Rick Salpietra
PO Box 9327
Rancho Santa Fe, CA 92067
858-759-8855
www.intellivote.net

Ball & Associates+#

Robert Ball
25561 Indian Hill Lane #T
Laguna Hills, CA 92653
949-228-3070
www.ballandassoc.com

Merriman River Group*

Kristin Matey
5757 W. Century Blvd., Suite 700
Los Angeles, CA 90045
310-428-5822
www.merrimanriver.com

HOA Elections of California*^+

Nicole Ganz Jamal
26043 Jefferson Avenue, Suite A
Murrieta, CA 92562
888-589-8683
800-809-4535 Fax
www.hoelections.com

True Ballot*+

Kenneth Mostern
PO Box 855
Merced, CA 95341
209-725-3379
www.trueballot.com

The Inspectors of Election*^%+#

Marc Poland
P. O. Box 12782
La Jolla, CA 92039
800-350-8333
800-350-8334 Fax
www.theinspectorsofelection.com

September 5, 2014

*Listed in CAI Membership Directory

^ Listed in CACM Journal

% Listed on Davis-Stirling website

+Solicited for Bid in 2008

#Solicited for Bid in 2011

ELECTION COMPANIES THAT DECLINED TO BID FOR 2015-2017 ELECTION SERVICES CONTRACT

DECLINED TO BID IN WRITING OR BY PHONE

The Ballot Box*+

Lisa Schwartz
13681 Newport Avenue, #8-341
Tustin, CA 92780
888-558-2887
www.ballotboxservices.com

Email rcv'd from Ms. Schwartz at
5:56 p.m. on 9/2/14:

"Thank you for the opportunity. I will not
be bidding for the community's election
process."

Mister Parliamentarian+

James H. Stewart, PRP
8352 Costella Avenue
Panorama City, CA 91402-3723
818-892-9478
www.mr-parliamentarian.com

Per phone call with Mr. Stewart at
12:15 p.m. on 9/2/14:

"Leisure World is too big and we're not
equipped to do anything of that scope."

DID NOT RESPOND TO REQUEST

Hughes Gill Cochrane, PC*

Amy Tinetti
1600 S. Main Street, Suite 215
Walnut Creek, CA 94596-5375
925-926-1200
www.hughes-gill.com

September 5, 2014

*Listed in CAI Membership Directory

% Listed on Davis-Stirling website

+Solicited for Bid in 2008

#Solicited for Bid in 2011

MEMO

TO: EXECUTIVE COMMITTEE
FROM: COURTNEY KNAPP, STOCK TRANSFER AGENT
SUBJECT: TENTATIVE ADOPTION OF POLICY 2115, DISTRIBUTION BUSINESS SERVICES
DATE: OCTOBER 14, 2014
CC: MUTUAL ADMINISTRATION DIRECTOR, CONTROLLER

It is recommended that the Executive Committee and GRF Board of Directors consider the adoption of a new operating rule. The text of the proposed operating rule and the description of the proposed change are attached or set forth below. If forwarded to the GRF Board of Directors in October, a final decision on this proposed adoption will occur on December 19, 2014, after consideration of comments made by Foundation members. This process is recommended in accordance with Section §4360 of the Davis-Stirling Common Interest Development Act.

The Distribution Office provides photocopying and other business services for Foundation members, clubs and Mutual corporations during operating hours. To be consistent with similar services at the Library and to reflect consistent operating practices, it is suggested Policy 2115, Distribution Business Services, be adopted.

The following is recommended:

- Set forth the various copy services available, including cost, page limits, and acceptable payment methods;
- Set forth the different types of available accessory services, including cost;
- Set forth that photocopying of books is not permitted;
- Set forth that the photocopying of delicate, unusual-sized or damaged items will be at staff's discretion;
- Set forth that color copy payments will be collected in the Distribution Office and copies will be made by Foundation personnel in the Administration copy room when time permits; and
- Set forth information on club, church and Mutual accounts, including billing information, minimum charges and suspension of services on delinquent accounts.

If adopted by the GRF Board in December, the policy will go into effect January 1, 2015. Information on the updated prices and services will be posted in the *Golden Rain News* and at the Distribution Office in advance.

Action by the Executive Committee to recommend the GRF Board of Directors tentatively approve the adoption of Policy 2115, Distribution Business Services, pending a minimum 30-day notification to the membership and a final decision on December 19, 2014, to reflect the information as stated above and on the accompanying draft, is requested.

/cmk
Attachment

ADMINISTRATION**MUTUAL ADMINISTRATION****DRAFT TO ADOPT****Distribution Business Services**

Photocopying and other business services are available in the Distribution Office for Foundation members, clubs and Mutual corporations during operating hours.

<u>Type of Copies</u>	<u>Type of Paper</u>	<u>Cost</u>
Black & White	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.10 per page
Black & White	colored paper - in stock, limited variety	\$0.15 per page
Black & White	colored paper – shareholder provided	\$0.10 per page
Color	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.50 per page

Other Services**Cost**

Stapled copies	no charge
Folding	\$2 flat fee
Stuffing	no charge

The photocopying of books is not permitted.

The photocopying of delicate, unusual-sized or damaged items will be at staff's discretion.

Payments will be collected at the Distribution Office. Acceptable forms of payment are cash and checks made out to Golden Rain Foundation.

There is a 500 page limit for black & white copies.

There is a 250 page limit for color copies. Payment for color copies will be collected at the Distribution Office and copies will be made by Foundation personnel in the Administration copy room when time permits.

Mutual Corporation, Church and Club Copy Service Accounts

Mutual corporations, churches and clubs that carry accounts with the GRF Finance Department may make copies in the Distribution Office without making immediate payment. A log of charges will be forwarded monthly to the Finance Department.

(month year)

ADMINISTRATION

MUTUAL ADMINISTRATION

DRAFT TO ADOPT

Distribution Business Services

The Finance Department will bill the Mutuals annually each December.

For clubs and churches that carry accounts, a minimum of \$5 will be billed if total monthly charges are \$5 or less; however, there is no charge when there is no activity. The Finance Department will send a bill to clubs and churches once a month for payment. Copy services will be suspended on accounts 30 days or more delinquent until made current.

Policy

Adopted: day month year

GOLDEN RAIN FOUNDATION

Seal Beach, California

(month year)

STAFF OPERATIONS

POSITION DESCRIPTION

DRAFT TO AMEND

Position Title: MAIL DISPATCHER

Department: Stock Transfer (Mutual Administration)

Reports To: Stock Transfer Agent

OVERALL FUNCTION

Picks up, sorts and delivers inter-office and U.S. mail; photocopies documents.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Picks up, sorts and delivers all incoming mail from post office.
- Picks up, sorts and delivers inter-departmental communications to and from all departments.
- Processes outgoing mail through postage machine.
- Prepares and packages for mailing, all Certified, Registered and Overnight Mail.
- Delivers deposits and bank remittance to bank daily.
- Photocopies documents for residents, clubs and organizations and collects appropriate fees; photocopies Mutual financial statements and large projects for other departments.
- Prepares employee and resident ID cards.
- ~~Labels and prepares Golden Rain News for bulk mailing.~~
- Photocopies and folds documents for year-end mail-outs. Assists with organizing and stuffing envelopes. Meters mail and prepares documents for bulk mailing.
- Handle cash for Distribution fees and correctly count change for Foundation members.
- Manage the file scanning process including the preparation of documents for scanning adhering to established procedures, scanning the documents into system for on-line retrieval, and packaging and sending the scanned documents to archival company for permanent storage.

Non-Essential Functions

- Photocopies and addresses mail-out materials for Mutual Corporations' annual meetings; ~~verifies identification of residents and counts ballots at Mutual Corporations' annual meetings.~~
- Prepares welcome kits for Stock Transfer office.
- Assists in Stock Transfer office when needed.

QUALIFICATIONS REQUIRED**DRAFT TO AMEND**Knowledge, Skills and Abilities

- Knowledge of basic mathematics.
- Ability to operate a motor vehicle.

Physical Abilities

- Requires frequent walking, climbing stairs and ramps.
- Ability to lift and carry up to 25 pounds.
- Close vision, distance vision, color vision and depth perception necessary.

Mental Abilities

- Ability to read, write and communicate effectively.
- Ability to work effectively with co-workers, shareholders and/or members, post office and bank employees.

Licenses/Certificates

- Valid California driver license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Exposure to fumes from copier.

TOOLS AND EQUIPMENT USED

- Copiers, postal meter, folding machine, addressograph ID card maker, cutting machine, inserting machine, scanner, and cash drawer/register.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Amended: 12 May 11

STAFF OPERATIONS**POSITION DESCRIPTION****DRAFT TO ADOPT**

Position Title: PERMIT AND GENERAL OFFICE CLERK

Department: Physical Property (Community Facilities)

Reports To: Community Facilities Manager

OVERALL FUNCTION

Performs clerical functions to support the Building inspectors and the Physical Property Department.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Greets customers at counter and facilitates their questions or requests.
- Answers telephones, takes messages and answers questions.
- Provides typing and clerical assistance to the Building inspectors and the Community Facilities Manager.
- Types and processes building permits, contracts, maintains log of permits issued and prepares monthly reports.
- Issues service and guest passes.
- Undertakes special assignments as needed.

Non-Essential Functions

- Orders supplies.
- Distributes mail.
- Fills in for Office Secretary and Escrow Inspection Clerk when needed.

QUALIFICATIONS REQUIRED**Knowledge, Skills and Abilities**

- Two years of office experience.
- Knowledge of basic mathematics.
- Ability to take shorthand or quick notes accurately.
- Ability to use computer and related office software.
- Ability to type 45 words per minute.
- Skill in office procedures and telephone etiquette.

DRAFT TO ADOPT

- Ability to operate 2-way radio.

3391.4-70

Physical Ability

- Frequent standing, walking, reaching and handling; occasional stooping, bending and kneeling.
- Ability to lift and carry up to 25 pounds.
- Close vision necessary.

Mental Abilities

- Ability to read, write communicate effectively.
- Ability to deal effectively with co-workers, shareholders and/or members, caregivers, emergency and law enforcement personnel, Board Directors, real estate and escrow company representatives, contractors, sales persons, vendors and visitors.
- Ability to use diplomacy and sound judgment.

Licenses/Certificates

- A valid California Driver's License and a satisfactory driving record or a valid California Identification Card are conditions of initial and continued employment.

Education

- High school diploma or equivalency.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions with exposure to a noisy work environment.

TOOLS AND EQUIPMENT USED

- Computer and Microsoft Suite software, copier, 2-way radio, calculator, fax machine, and telephone.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Adopted:

STAFF OPERATIONS**DRAFT TO AMEND****POSITION DESCRIPTION**

Position Title: ADMINISTRATIVE SECRETARY

Department: Community Facilities Recreation

Reports To: Community Facilities Manager/Recreation Supervisor

OVERALL FUNCTION

Performs secretarial support for the Community Facilities Recreation Department and arranges and records reservations for rooms in clubhouses for Leisure World residents, clubs and organizations.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Handles telephone calls and greets visitors for the Community Facilities Recreation Department.
- Meets with residents to schedule reservations for rooms in clubhouses.
- Schedules rooms for use by Community Colleges and the Registrar of Voters office.
- Coordinates reservations and room arrangements with custodians.
- Handles correspondence relating to clubs.
- Updates reservation books, maintains files on Leisure World clubs, follows-up on deposits that are to be refunded.
- Advises residents regarding club meeting schedules.
- Selects daily marquee announcements.
- Arranges tuning of pianos.
- Sorts, reviews and distributes departmental mail.
- Types correspondence and other documents related to the department's operations.
- Attends meetings, records discussions and actions, composes and publishes minutes of these meetings.
- Maintains department's files, providing various information from files to authorized individuals.
- Prepares various reports of department activities or statistics on a regular basis for internal use and outside agencies.
- Maintains Manager's Recreation Supervisor's department calendar, makes appointments and sets-up meetings as instructed.
- Maintains a working knowledge of registered club by-laws and policies.

Non-Essential Functions

- Assists Reservations Coordinator in other areas as needed.
- Assists as needed to record reservations of all clubhouses and amphitheater activities.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Five years of secretarial experience.
- Knowledge of business composition, spelling, grammar, and punctuation.
- Ability to take quick notes at a rate of speed sufficient to produce accurate minutes.
- Ability to use computer and related software and dictaphone.
- Ability to type 60 words per minute.
- Skill in office procedures including filing and telephone etiquette.

Physical Abilities

- Ability to lift and carry up to 20 pounds.
- Some pushing and pulling.
- Occasional stooping and kneeling.
- Close vision necessary.

Mental Abilities

- Ability to maintain confidentiality.
- Ability to read, write and communicate effectively.
- Ability to listen attentively to meeting participants.
- Ability to work effectively with GRF Board Directors, Mutual Board members, contractors, shareholders and/or members, caterers and co-workers.
- Ability to organize and prioritize work.
- Ability to use diplomacy and sound judgment.

Licenses/Certificates

- Valid California Driver's License and a satisfactory driving record or a valid California Identification Card are conditions of initial and continuous employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, copier, adding machine, telephone, dictaphone, company 2-way radio system, fax.

Amended: 02 Sep 98 (Position changed)

Revised: 02 Feb 00

Amended: 03 May 11

Amended: