

www.chservices.org  
831.658.3811 phone  
831.658.3815 fax

Administration Office  
P.O. Box 3076  
Monterey, CA 93942-3076



**community  
human services**  
hope. help. here.

**COMMUNITY HUMAN SERVICES  
PERSONNEL COMMITTEE MEETING**

Wednesday, August 7, 2024  
Time 1:00 p.m.

**LOCATION:  
2511 Garden Road A160  
Monterey, CA 93940**

1. Call to Order
2. Roll Call
3. New Position - Human Resources Director
  - Job Description and Salary Placement
4. Job Description Revision - Administrative Services Manager
5. Salary Review - Bookkeeper I
6. Job Description Revision - Counselor I/II Outpatient Treatment Program
7. Training & Renewable Tracking Software
8. Other