

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.

REVISED

**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. Job Description Revision - Administrative Services Associate
6. Job Description Revision & Salary Review - Bookkeeper I
7. Job Description Revisions - Bookkeeper II, Financial Analyst & Accountant
8. Job Description Revision - Counselor I/II Outpatient Treatment Program
9. Training & Renewable Tracking Software
10. Other