September 10, 2013

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, California 94903

Board of Directors
Marin County Open Space District
3501 Civic Center Drive
San Rafael, California 94903

SUBJECT: REQUEST TO ADD ONE (1.0) PLANNING MANAGER (0687), REGULAR HIRE, AND TO CREATE AND ADD ONE (1.0) CHIEF OF NATURAL RESOURCES AND SCIENCE (0688), REGULAR HIRE

Dear Board Members:

RECOMMENDATION:

Acting as the Marin County Board of Supervisors:
1. Approve the creation of the class of Chief of Natural Resources & Science (0688)
2. Adopt the class specification and salary range for the Chief of Natural Resources and Science, as described in the staff report and attachment.
3. Assign the class to BU/FG 23-01, MCMEA Mid-Management, 80 hours biweekly.

Acting as the Board of Directors of the Marin County Open Space District:
1. Add one (1.0) FTE Chief of Natural Resources and Science, effective September 15, 2013.
2. Add one (1.0) FTE to the class of Planning Manager (0687), effective September 15, 2013

SUMMARY:

Marin County Parks is taking the opportunity to reorganize the leadership of two programs – natural resource management and planning and acquisition – in light of the upcoming departure of the Planning & Resources Chief in October. Currently, this single position oversees both programs, with responsibility for natural resource management, science, permitting and
mitigation required by regulatory agencies, open space planning, real estate, 
encroachments, easement monitoring, and acquisition – a portfolio that has 
become unmanageable for a single senior position, and that requires very 
different fields of expertise.

Staff proposes to divide these responsibilities among two positions, a Planning 
Manager – Planning and Acquisition Assignment and a Chief of Natural 
Resources and Science, in consideration of the size and complexity of current 
and future long-term projects, and diversity of skills required; and for workload 
and operational efficiency.

Human Resources is recommending that the existing broad class of Planning 
Manager, which oversees planning projects of high complexity and community 
visibility, requiring multi-jurisdictional coordination, is an appropriate fit for the 
Planning & Acquisition Assignment.

The new class of Chief of Natural Resources & Science recognizes the critical 
role of science in land management decision making. For many years, natural 
resource management functions have been integrated into the Open Space 
Planner classification series. Natural resource management and planning, 
while related, are distinctly different disciplines with very different training 
required.

Natural resource data and analysis are the foundations of far-reaching plans 
currently being developed by Parks – the Vegetation and Biodiversity 
Management Plan and the Road and Trail Management Plan. The complexity 
of the plans due to the interplay between natural resource protection, visitor 
use and public safety underscores the high level of responsibility associated 
with the Chief of Natural Resources and Science position.

**FISCAL/STAFFING IMPACT:**

The following salary range is proposed for the Chief of Natural Resources and 
Science position:

<table>
<thead>
<tr>
<th>Base Salary</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate:</td>
<td>$46.69</td>
<td>$49.02</td>
<td>$51.47</td>
<td>$54.04</td>
<td>$56.74</td>
</tr>
<tr>
<td>Bi-Weekly Salary:</td>
<td>$3,735</td>
<td>$3,922</td>
<td>$4,118</td>
<td>$4,323</td>
<td>$4,539</td>
</tr>
<tr>
<td>Monthly Salary:</td>
<td>$8,093</td>
<td>$8,497</td>
<td>$8,921</td>
<td>$9,367</td>
<td>$9,835</td>
</tr>
</tbody>
</table>

The recommended actions do not affect the General Fund or Measure A 
budgets. The two new positions would be funded by the Open Space District. 
Fund 20600.
The budgeted annual full cost for both positions, including benefits, is $389,463. The prorated full cost for the remainder of the fiscal year is $295,992. This cost will be offset by the elimination of the Planning & Resource Chief position when it becomes vacant and an additional position after recruitments are conducted. Ultimately, these actions represent no change in the Open Space District’s FTEs.

REVIEWED BY:

[ ] County Administrator
[ ] Department of Finance
[ ] County Counsel
[X] Human Resources

[ X] N/A
[ X] N/A
[ X] N/A
[ ] N/A

Respectfully submitted,

Ronald Miska
Deputy Director

cc: Linda Dahl, Director & General Manager, Marin County Parks
Larry Daniel, Principal Personnel Analyst, Human Resources
Dan Eilerman, Deputy County Administrator, County Administrator’s Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
Scott Hadley, Employee Benefits Supervisor, Human Resources
Janell Hampton, Administrative Analyst III, County Administrator’s Office
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT
Florence Pattison, Personnel Analyst, Human Resources
Yvonne Zupkow, Administrative Services Manager, Marin County Parks