



# MARIN COUNTY PARKS

Preservation • Recreation

**MARIN COUNTY**  
PARKS  
PRESERVATION RECREATION



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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:

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

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:**

<input type="checkbox"/> County Administrator	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Department of Finance	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> 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  
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Yvonne Zupkow, Administrative Services Manager, Marin County Parks