



## HUMAN RESOURCES DEPARTMENT

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LAURA S. ARMOR  
Director

March 13, 2007

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

**SUBJECT:** Request from Director of Parks & Open Space to modify the organizational structure and leadership roles to maximize and support the new strategic direction being developed by the Department.

Dear Board Members:

**RECOMMENDATION:** It is recommended by the Director of Human Resources and the Director of Parks & Open Space that your Board approve the following, effective March 13, 2007:

1. Revise the classification specification and change title of class (0233) from Assistant General Manager - Marin County Open Space District to Deputy Director, Parks & Open Space Administration.
2. Revise classification specification and change title of class (0234) from Deputy Director, Parks and Landscape Services to Deputy Director, Parks & Open Space Operations.

**SUMMARY:** The Director of Parks and Open Space is realigning the management structure of the department. Currently, there is one assistant director each for Parks and for the Open Space District, each handling all operational, management, and administrative functions for their division. She plans to consolidate all administration into one division and all parks and open space operations into another division. One Deputy will be responsible for open space and parks maintenance and policy adherence, resource management, environmental education, and the volunteer program. The other will be responsible for all administrative functions including planning, budget, community service areas, capital projects, and staffing. The revisions to the classification specifications incorporate these changes. The salary ranges for both these classifications are equal and are not being recommended for change.

**FISCAL IMPACT:** This reorganization and update of the class specifications does not include any adjustments to compensation.

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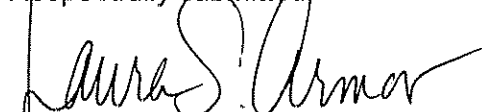
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<b>REVIEWED BY:</b>	( )	Auditor Controller	( X )	N/A
	( )	County Counsel	( X )	N/A
	( X )	Human Resources	( )	N/A

Respectfully submitted



Laura S. Armor

Director of Human Resources

Attachments

cc: Janet Bosnich, Principal Personnel Analyst, Human Resources  
Danny Briones, Accounting Manager, Auditor-Controller's Office  
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office  
Katie Gaier, Deputy Director, Human Resources  
Sharon McNamee, Director, Parks and Open Space,  
Gerry Norton, Principal Personnel Analyst, Human Resources  
Liz Paris, Deputy Director, Human Resources