



# HUMAN RESOURCES DEPARTMENT

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LAURA S. ARMOR  
Director

January 27, 2009

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

**SUBJECT:** Title change from Senior Box Office Coordinator to Box Office Supervisor; revised class specification for Box Office Supervisor; salary adjustment for the classification Box Office Supervisor (1237) and revised class specifications for Box Office Coordinator (1256) and Box Office Assistant (1255).

Dear Board Members:

**RECOMMENDATION:** It is recommended by the Director of Human Resources and the Director of Cultural and Visitor Services that your Board approve the following, effective February 8, 2009.

1. Adopt the title change from Senior Box Office Coordinator to Box Office Supervisor.
2. Adopt the revised class specifications for the Box Office Supervisor (1237), Box Office Coordinator (1256), and Box Office Assistant (1255) classifications.
3. Approve a salary adjustment of 2.4% for the top step (Step 5) of the range for Box Office Supervisor (1237). The proposed salary ranges will be as follows:

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate	\$23.36	\$24.53	\$25.76	\$27.05	\$28.40
Bi-Weekly Salary	\$1,752	\$1,840	\$1,932	\$2,029	\$2,130
Monthly Salary	\$3,796	\$3,986	\$4,186	\$4,396	\$4,615
Annual Salary	\$45,552	\$47,834	\$50,232	\$52,748	\$55,380

**SUMMARY:** The class specifications for the series have been updated to accurately reflect the scope of the work and ensure consistency within the series. Revisions included language and formatting updates as well inclusion of required language concerning the Americans with Disabilities Act. The Senior Box Office Coordinator title was modified to Box Office Supervisor to more appropriately reflect the duties of the position.

The defined labor market used to conduct the salary survey for the Box Office Supervisor yielded no comparable classifications. The recommended salary range for Box Office Supervisor is based on an analysis of appropriate internal salary relationships. The Box Office Supervisor is the first level supervisor responsible for the operational, financial, and technical

responsibilities for the Marin Center and the Marin County Fair. The majority of duties performed are required only at this highest level. Currently the separation in salary is 4.5% between Box Office Coordinator and Box Office Supervisor. A separation of approximately 7% would be an appropriate separation given the duties of the classification, experience required to be successful, level of independence, and consequence of error.

**FISCAL IMPACT:** On an annual basis including benefits, the full cost of the recommended changes will be \$1,829.00. Based on an effective date of the pay period beginning February 8, 2009, the prorated full cost for the remainder of the fiscal year will be \$633.00. Contractual equity monies are available to offset these costs (SEIU 1021 MOU 07/01/07– 6/30/2010).

<b>REVIEWED BY:</b>	<input type="checkbox"/>	Auditor Controller	<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,

Laura S. Armor  
Director of Human Resources

Attachment

cc: Marion Boyd, Deputy Director, Cultural and Visitor Services  
Jim Farley, Director, Cultural and Visitor Services  
Lisa Cutten, Employee Benefits Supervisor, Human Resources  
Larry Daniel, Senior Personnel Analyst, Human Resources  
Janell Hampton, Administrative Analyst II, County Administrator's Office  
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office  
Brenda Grayson, Principal Systems Analyst, Project MERIT  
Terri Hampton, Deputy Director, Human Resources  
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT  
Gerry Norton, Principal Personnel Analyst, Human Resources  
Liz Paris, Deputy Director, Human Resources