



# HUMAN RESOURCES DEPARTMENT

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 Exhibits Supervisor to Exhibits Coordinator; revised class specification for Exhibits Coordinator; salary adjustment for the classification Exhibits Coordinator (1248); establishing five step salary range for Senior Events Coordinator (1249).

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 Exhibits Supervisor to Exhibits Coordinator.
2. Adopt the revised class specification for the Exhibits Coordinator (1248) classification.
3. Adopt the following salary range for the classification Exhibits Coordinator (1248).

<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:</b>	\$ 26.74	\$ 28.15	\$ 29.63	\$ 30.93	\$ 32.28
<b>Bi-Weekly:</b>	\$ 2,006	\$ 2,111	\$ 2,222	\$ 2,320	\$ 2,421
<b>Monthly:</b>	\$ 4,345	\$ 4,574	\$ 4,815	\$ 5,026	\$ 5,246
<b>Annual:</b>	\$ 52,143	\$ 54,893	\$ 57,779	\$ 60,314	\$ 62,946

4. Adopt the following salary range for the classification of Senior Events Coordinator (1249).

<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:</b>	\$ 26.74	\$ 28.15	\$ 29.63	\$ 30.93	\$ 32.28
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**SUMMARY:** The need for better marketing materials- produced with more efficiency and the use of the latest publishing software – led to the move to create, design and produce fair publications in-house. The competitive exhibits programs at the Marin County Fair have increased in range and complexity over the years. In addition, recruitment of contractors and management of the contracts for these programs have become an integral part of this position. The numbers of contracts for these programs have increased as the programs have expanded. The class specification has been updated to incorporate these changes. The title was modified to more appropriately reflect the duties of the position.

The recommended salary range is based on an analysis of appropriate internal salary relationships. The defined labor market used to conduct the salary survey for the Exhibits Coordinator yielded no comparable classifications.

In order to allow for growth and maturity in the position of Senior Events Coordinator, the Human Resources Department recommends the establishment of two additional steps (Step 1 and 2), thereby establishing a five step range.

**FISCAL IMPACT:** On an annual basis including benefits, the budgeted full cost of the recommended changes will be \$5,023.00. Based on an effective date of the pay period beginning February 8, 2009, the prorated budgeted full cost for the remainder of the fiscal year will be \$1,739.00. Contractual equity monies are available to offset these costs (SEIU 1021 MOU 07/01/07– 6/30/2010). There is no cost associated with establishing the five step salary range for Senior Events Coordinator (1249).

**REVIEWED BY:**

<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  
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Gerry Norton, Principal Personnel Analyst, Human Resources  
Liz Paris, Deputy Director, Human Resources