

MEMORANDUM-----

DEPARTMENT OF PARKS

COUNTY OF MONTEREY

DATE: March 1, 2016

TO: HONORABLE MEMBERS
BOARD OF SUPERVISORS

FROM: MARK MARISCAL
Director of Parks

SUBJECT: Parks Department Organizational Restructuring Plan

The Department currently has 42 funded positions for Fiscal Year 2015-16. On December 16, 2015, the Parks Department received authorization from the Board of Supervisor's Budget Committee to add two additional positions to this fiscal year's authorized positions bringing the total to 44 authorized positions. However, no more than 42 will be filled this fiscal year.

Currently, the field supervisors are in two classifications; County Park Ranger Manager and County Park Ranger Supervisor. The department employees who work in maintenance and operations (Parks Building and Ground Workers, Senior Parks Utility and Water Systems Specialist, Parks Utility Water Systems Specialists and Park Service Aides) report up the chain through the Park Ranger Manager.

In the attached 2015-2016 organizational chart, you will see that there are currently six direct reports to the Parks Director.

The proposed Staff Plan would create three work units reporting to the Parks Director.

1. Operation Division
2. Finance Division
3. Public Safety Division

Public Safety Division under restructuring plan:

All County Park Rangers, County Park Ranger Supervisors and County Park Ranger Managers will be in a reporting structure that is more efficient and focused on providing Public Safety, including but not limited to being “first responders” at park properties.

- One position of Ranger Manager will be designated/reclassified as the Chief County Park Ranger. This person will report to the Director of Parks and work from the PARKS main office. The department would start recruitment for the position by February.
- The unit will be based out of San Lorenzo Park. This would serve as the Ranger Headquarters and would allow deployments to both North and South County locations. However, some positions during the year may have direct reporting to work locations due to department needs.
- The Public Safety Unit will consist of eleven (12) positions without including Lake San Antonio (an additional 5 positions is needed there).
- All current employees retain their positions.
- Current vacancies are proposed to be used as salary savings to fund the two new authorities.
- Vacancies will not be filled until the staffing level falls below 12 positions.
- The Ranger Manager and Ranger Supervisor positions will not be directly supervising the Parks Building and Ground Workers and Park Service Aides.
- One clerical position would be reassigned from the Finance Division to the Public Safety Unit.

Operations Division under restructuring plan:

The current budgeted positions working in PARKS handling maintenance and operations (maintenance, repairs, money collection, volunteer management, special events, etc.) will be in a reporting structure that will allow for better coordination of duties, supervision, and purchasing for all properties. It also gives additional promotional opportunities to staff in the future.

- The current and budgeted Deputy Director position will become the Director of Operations. This person will report to the Director of Parks and would not be required to be a Peace Officer.
- Funding (salary savings from a vacancy) from two existing department authorized positions will be used to cover the costs of the two Parks Building and Grounds Supervisor positions.
- In addition to the Parks Building and Ground Workers, the other positions in the unit are the Senior Parks Utility and Water Systems Specialist, two Parks Utility Water Systems Specialists.
- Some employees will direct report to a specific site and others may be placed on a roving crew handling special projects.
- This unit will supervise the Park Service Aides and volunteers.
- The Special Events Manager will also help coordinate the Park Volunteer Program.
- Museum and special facilities will be part of this unit.
- The Park Planner Manager will be part of this unit.
- The Management Analyst will oversee contracts, including at Laguna Seca Recreation Area and the Lake Resort area.

Finance Division under restructuring plan:

- Other than reallocating one position from this division, there are no changes.

cc: Nick Chiulos, Asst CAO
Manuel Gonzales, Asst. CAO
Mike Whilden, Deputy County Counsel