



Board Report

File #: 18-1207, Version: 1

Adopt a resolution to approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to create the classification and associated salary range of Chief of Parks in the Resource Management Agency (RMA) 001-3000-8475-RMA006 as indicated in the attached resolution; and

- a. Approve reallocating 1.0 FTE County Park Ranger Manager to 1.0 FTE Chief of Parks, as indicated in the attached resolution; and
- b. Approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to abolish the classification and associated salary range of Director of Parks and Recreation as indicated in the attached resolution; and
- c. Adopt a resolution to approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, and amend Section A.10.1 Department Heads Designated, as indicated in Attachment A; and
- d. Authorize the County Administrative Office to reflect approved changes in the Fiscal Year 2018-19 Adopted Budget; and
- e. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

- a. Adopt a resolution to approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to create the classification and associated salary range of Chief of Parks in the Resource Management Agency (RMA) 001-3000-8475-RMA006 as indicated in the attached resolution; and
- b. Approve reallocating 1.0 FTE County Park Ranger Manager to 1.0 FTE Chief of Parks, as indicated in the attached resolution; and
- c. Approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to abolish the classification and associated salary range of Director of Parks and Recreation as indicated in the attached resolution; and
- d. Adopt a resolution to approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, and amend Section A.10.1 Department Heads Designated, as indicated in Attachment A; and
- e. Authorize the County Administrative Office to reflect approved changes in the Fiscal Year 2018-19 Adopted Budget; and
- f. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

On December 13, 2016, the Board of Supervisors approved integrating the Parks Functions into the RMA following separation of the Director of Parks and Recreation in August 2016. Prior to December 2016 the County Parks Department was a stand-alone department with the Director of Parks and Recreation as a department head-level position.

The County has over 10,000 acres of parks, open space and recreational areas with no management-level position to perform strategic planning, policy development and complex parks management functions. The current structure of the RMA has a Deputy Director over each major division with subordinate managers (Chiefs) directing the sub-divisions.

The RMA retained Cooperative Personnel Services HR Consulting (CPS HR) to conduct a classification review of the Parks organization structure to determine the appropriate classification for managing the Parks operations within the RMA's structure. The CPS HR study, recommended creating a Chief of Parks classification.

The Chief of Parks is a critical position that will lead the Parks Organization in RMA. Reallocating the County Park Ranger Manager position to the proposed new Chief of Parks job classification accurately reflects the nature and scope of work performed in the division and aligns with the current organizational structure of the RMA.

Separately, the Human Resources Department (HRD) recommends abolishing the Director of Parks and Recreation as the current organizational structure within the RMA does not support a director-level classification and no longer meets the needs of the County.

The Human Resources Department conducted a wage study analysis with the County's comparable agencies and recommends the salary for the Chief of Parks to be \$12,047/monthly.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and the RMA concur with the recommendations.

FINANCING:

The estimated annual cost for the Chief of Parks is \$217,425 and the FY 2018-19 budget includes \$134,947 for the County Park Ranger Manager. Reallocating the County Park Ranger Manager to a Chief of Parks, is projected to cost an additional \$82,478 annually. RMA projects the current year cost will be between \$36,237 and \$54,356, depending on when the position is filled. These costs will be offset by salary/benefit savings in the FY 2018-19 adopted General Fund 001, Appropriation Unit RMA006 budget from the County Park Ranger Manager and other vacant positions.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to attract, recruit, and retain a diverse, highly skilled work force that supports the mission of Monterey County.

<input type="checkbox"/>	Economic Development
<input checked="" type="checkbox"/>	Administration
<input type="checkbox"/>	Health & Human Services
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Public Safety

Prepared by: Margarita Arista, Senior Personnel Analyst, extension 5372

Approved by: Irma Ramirez-Bough, Director of Human Resources (831) 755-5115

Carl P. Holm, Resources Management Agency Director (831) 755-5103

cc: Nick Chiulos, Assistant County Administrative Officer

Attachments: Attachment A
Resolution