



## Legislation Details (With Text)

**File #:** 21-0790      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 5/4/2021      **In control:** Board of Supervisors

**On agenda:** 6/8/2021      **Final action:** 6/8/2021

**Title:** Human Resources Department recommending the Board consider the following related to the Chief Administrative Office, Parks Division:  
 1) Approve and adopt the new class specification for Chief Administrative Office: Parks Program Coordinator; and  
 2) Adopt and authorize the Chair to sign Resolution 061-2021 to approve the salary range, job class number, and bargaining unit for the new classification of Parks Program Coordinator.

**FUNDING:** River Trust Fund (30%), Rubicon (70%) (Off Highway Motor Vehicle Grants, SMUD Funds, Green Sticker In-Lieu fees).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution 6-8-21, 2. B - Counsel Approval 6-8-21, 3. C - Parks Program Coordinator\_FINAL 6-8-21, 4. Executed Resolution 061-2021

Date	Ver.	Action By	Action	Result
6/8/2021	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board consider the following related to the Chief Administrative Office, Parks Division:  
 1) Approve and adopt the new class specification for Chief Administrative Office: Parks Program Coordinator; and  
 2) Adopt and authorize the Chair to sign Resolution **061-2021** to approve the salary range, job class number, and bargaining unit for the new classification of Parks Program Coordinator.

**FUNDING:** River Trust Fund (30%), Rubicon (70%) (Off Highway Motor Vehicle Grants, SMUD Funds, Green Sticker In-Lieu fees).

**DISCUSSION / BACKGROUND**

The Parks Division submitted a request to develop a new classification, which will assist the Park Manager with succession planning efforts, and create depth in the division’s classification structure.

The Parks Manager describes a need for a classification that will be responsible for performing specialized work in support of the parks program and will serve as a lead worker to lower-level and seasonal staff. Primarily, this classification will assist in managing the Rubicon Trail and River programs.

The current classification structure of the Parks Division does not have a journey-level classification to perform these coordination duties. Therefore, Human Resources developed the classification of Parks Program Coordinator through meetings with the Chief Administrative Office. Given the limited market data for this proposed classification, Human Resources is proposing to set the salary based on internal alignment.

**ALTERNATIVES**

The Board could choose not to adopt the new class specification and direct Human Resources to make revisions or conduct additional analysis.

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office

El Dorado County Employees' Association (Local 1)

**CAO RECOMMENDATION**

Approve as recommended.

**FINANCIAL IMPACT**

There is no financial impact associated with adopting the class specification. An allocation for a Parks Program Coordinator was included in the Fiscal Year 2021-21 Recommended Budget.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Lauren Montalvo and Jordan Meyer in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Joseph Carruesco, Director of Human Resources