

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Parks and Recreation	(2) MEETING DATE 7/19/2016	(3) CONTACT/PHONE Nick Franco/805-781-5204 Tami Douglas-Schatz/805-781-5960	
(4) SUBJECT Submittal of a resolution approving the new classification and establishing the salary range of Assistant Director of Parks and Recreation and amending the Position Allocation List (PAL) for Fund Center 305 – Parks by adding 1.00 Full Time Equivalent (FTE) Assistant Director of Parks and Recreation. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution to: <ol style="list-style-type: none"> 1. Establish the classification of Assistant Director of Parks and Recreation. 2. Set the salary for the Assistant Director of Parks and Recreation. 3. Amend the Position Allocation List (PAL) for Fund Center 305 Parks with the addition of 1.00 FTE Assistant Director of Parks and Recreation 			
(6) FUNDING SOURCE(S) Fund Center 305	(7) CURRENT YEAR FINANCIAL IMPACT \$150,000.00	(8) ANNUAL FINANCIAL IMPACT \$150,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts.			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Parks and Recreation / Nick Franco / 805-781-5204
Human Resources / Tami Douglas-Schatz / 805-781-5960

DATE: 7/19/2016

SUBJECT: Submittal of a resolution approving the new classification and establishing the salary range of Assistant Director of Parks and Recreation and amending the Position Allocation List (PAL) for Fund Center 305 – Parks by adding 1.00 Full Time Equivalent (FTE) Assistant Director of Parks and Recreation. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the attached resolution to:

1. Establish the classification of Assistant Director of Parks and Recreation.
2. Set the salary for the Assistant Director of Parks and Recreation.
3. Amend the Position Allocation List (PAL) for Fund Center 305 Parks with the addition of 1.00 FTE Assistant Director of Parks and Recreation.

DISCUSSION

The Department of Parks and Recreation is requesting to add an Assistant Director position to oversee the Parks Division and establish an organizational structure that can most efficiently and effectively deliver services to the public.

In December 2015, the Department completed its Strategic Plan which defines three goals that will be measured through performance measures of 12 objectives. The overarching measure of performance is the achievement of accreditation by the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA) through meeting the 151 performance standards by the year 2020.

Fundamental to achieving accreditation and a basic function of setting up a new Department is defining its organizational responsibilities both within County government and within the community. Based on the Strategic Plan, the Department defined its organizational responsibilities in January 2016. As a new Department, the Director has additional county-wide responsibilities that used to be handled by the former General Services Agency Director. This important work includes serving on county-wide committees, frequent interaction with County Supervisors related to constituent issues, meeting with various committees and interest groups, and working with other Department heads. This reduces the time available to deal with specific park operational issues in a detailed manner. The addition of an Assistant Director position will allow for delegation of detailed operational leadership of the Parks Division to be given to one individual who can focus their attention to achieving the outcomes defined in the Department's Strategic Plan and allow the Director more focused time to provide the overall leadership to the Department. The Assistant Director will also be able to represent the Department when the Director is unavailable or when there are conflicting meetings. This includes Board of Supervisors meetings, Parks and Recreation Commission meetings, Planning Commission meetings and various public and stakeholder meetings.

The recommended salary is appropriate for the new classification's level of duties, complexity, independence and decision making authority and is consistent with the County's salary setting methodology. Funding for this position was included

and approved by the Board at Budget Hearings on June 13-15, 2016.

OTHER AGENCY INVOLVEMENT/IMPACT

This request is co-authored by the Department of Parks and Recreation and the Department of Human Resources and coordinated with the Administrative Office. The Human Resources Department created the class specification and prepared the resolution. The Civil Service Commission approved the new job class specification on May 25, 2016. The position was recommended and funded in the County 2016-17 Budget approved on June 21, 2016.

FINANCIAL CONSIDERATIONS

The Department of Parks and Recreation will fund this position out of existing Department funds. No General Fund support is requested. Funding for this position was included in the 2016-17 Budget approved on June 21, 2016.

RESULTS

The addition of this position will help the Department achieve its mission and its three main goals:

1. The Department will have well managed park areas
2. The Department will continuously improve its service delivery
3. The Department will invest in its human resources

ATTACHMENTS

1. Resolution
2. Proposed Organizational Chart