



Midpeninsula Regional  
Open Space District

R-15-124  
Meeting 15-22  
August 26, 2015

## AGENDA ITEM 7

### AGENDA ITEM

Amend the District's Classification and Compensation Plan

### GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "S. J. ...".

Adopt a resolution adding the following three new classifications to the District's Classification and Compensation Plan: Chief Financial Officer/Administrative Services Director, Engineering and Construction Department Manager, and Information Systems and Technology Manager.

### SUMMARY

The Board of the Directors (Board) approved new positions in the Fiscal Year (FY) 2015-16 budget on March 25, 2015. Most of the new positions were added to increase the delivery of key projects funded through the passage of Measure AA and are consistent with the recommendations of the Financial and Operational Sustainability Model (FOSM) Study. The FOSM study, which the Board accepted on May 27, 2015, recommended adding new priority positions to bring about important organizational structure changes as the District pursues effective and efficient implementation of Measure AA projects.

The General Manager recommends approving new class specifications and compensation for the above three key positions. Although preparation for recruitment of these positions is underway, the class specifications and compensation are required to be approved by the Board before the recruitments can commence.

### DISCUSSION

The Midpeninsula Regional Open Space District (District) annually adopts an Action Plan and Budget which details all the projects and key initiatives the District will pursue and dedicates related staff and financial resources. Recognizing an aggressive Measure AA projects-focused workload on top of continuing ongoing programs and services, and anticipating priority recommendations from the FOSM Study, the Board approved five new positions at FY2014-15 mid-year budget review and nine additional positions in the FY2015-16 budget. Several of these position recruitments have been completed (two Measure AA-focused Capital Project Managers, an Integrated Pest Management Coordinator, and an Open Space Technician), and others are underway.

Based on key recommendations from the FOSM Study focused on beginning the organizational transformation to effectively and efficiently deliver Measure AA projects, The General Manager

recommends Board approval of classifications and compensation for the Chief Financial Officer/Administrative Services Director, Engineering and Construction Department Manager, and Information Systems and Technology Manager. The new classification of CFO/Administrative Services Manager (CFO) will strengthen the District's administrative infrastructure and align Finance and Administrative Services under a higher level of executive oversight; the new Information Systems and Technology Manager will lead the charge to improve and centralize information systems and technology; and the new Engineering and Construction Manager will provide leadership over a new department that is critical to the overall success and completion of the multiple priority projects for the District. More details about each of these recommended classifications are provided below.

### **Chief Financial Officer (CFO)/Director of Administrative Services**

The District's finance management and systems have evolved and expanded with the implementation of the enterprise resource planning software (the Integrated Accounting and Financial System, IAFS) and other changes made in efforts to improve and streamline business processes. The District has also added more highly qualified and skilled finance staff and set up new financial systems and processes that are critical to the success of Measure AA implementation. The District has a need for higher level of expertise and management of the financial division and a full-time finance professional well-versed in public accounting best practices, technology and business operations.

The (CFO)/Director of Administrative Services (CFO) is an executive level position which will be responsible for the realigned administrative services functions, with the ability to provide financial and administrative services experience and leadership. This new executive-level classification will oversee three divisions: Finance, Information Systems and Technology (IST) and Human Resources (HR). The position will report to the General Manager and will work closely with the Controller to direct and provide high level strategic financial analysis, forecasting, modeling, budget performance evaluations and improvement recommendations. The CFO will also direct strategic planning and implementation of information systems and technology, improve and streamline work processes and maximize business processes. This position will direct the coordination and tracking of human resources needs, employee development and training, work performance management and assist with labor relations and negotiations. This key position will strengthen the District's capacity to accomplish new levels of complexity in financial activities and maintain stability during anticipated future growth and expansion of the District.

### **Information Systems and Technology Manager**

This new position will provide greater leadership and strategic direction regarding information technology and systems needs, priorities and solutions, including a District-wide GIS function. The geographic information system (GIS), which is now housed in the Planning Department, will be integrated with the Information Technology Service group to create a new division, the Information Systems and Technology Division. In the past few years it has become more challenging for the existing IT Service group to provide the necessary support and deliverables to the District. The IT Service group consists of an IT Administrator, IT Technician and a part-time Intern position, which is currently vacant. Considering the anticipated growth of the District and ongoing changes in technology, the need for additional IT leadership and support staff is mission

critical. The Information Systems Technology Manager is a new position to directly oversee the expansion of this division and bring technology support and maintenance to an appropriate level. The position would ensure that new systems are well integrated and account for future needs, growth and expected advances in technology in a cost-effective manner.

### **Engineering and Construction Department Manager**

Measure AA requires an increase in the number of projects involving engineering and construction services. The FOSM study recommended that the District increase the project management capacity with on-staff engineering capability to efficiently and effectively oversee and manage such projects. The study proposed the creation of a new Engineering and Construction Department with a new position of Engineering and Construction Manager to oversee the following project delivery functions: design, permitting and engineering, construction management and Measure AA project delivery oversight. In creating this position, the Board authorizes the Engineering and Construction Manager to review and approve proposed designs and plans for various construction projects on behalf of the District. This new department will report to the Assistant General Manager for Project Planning and Delivery.

These three management positions are critical at this phase of the District's development and essential to the successful implementation of organizational change and future growth.

### **BOARD COMMITTEE REVIEW**

This report was not previously reviewed by a Committee. The Action Plan and Budget Committee reviewed the budget recommendations that included funding authorization for these classifications, and the full Board reviewed and approved the FOSM Study that recommended the organizational need for these classifications.

### **FISCAL IMPACT**

The recommended range and compensation for the Chief Financial Officer (CFO)/Administrative Services Director based on recent market data is range 59, with an annual salary of \$143,592 to \$179,328. The range and salary for this executive level CFO, who reports directly to the General Manager and oversees three important Divisions within the organization, is the same as the District's Assistant General Managers.

The recommended range and compensation for the Information Systems and Technology (IST) Manager classification is range 48 with an annual salary of \$109,764 to \$137,076. This range is 7.62% below the District department managers.

The recommended range and compensation for the Engineering and Construction Department Manager classification is range 51 with an annual salary of \$118,128 to \$147,528, which is the range for District department managers.

The resulting cost of these new classifications has been budgeted as part of the annual budget starting in FY2015-16. If approved, the classification would be in effect as of August 26, 2015.

**PUBLIC NOTICE**

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

**CEQA COMPLIANCE**

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA).

**NEXT STEP**

If approved the new classifications would take effect August 26, 2015. Job announcements for the recruitment of these positions will be released as soon as possible, with anticipated filling of the positions in late 2015 or early 2016.

Attachments:

1. Resolution amending the classification & compensation plan

Responsible Manager:

Kevin Woodhouse, Assistant General Manager

Prepared by:

Candice Basnight, Human Resources Supervisor

**RESOLUTION NO. 15-\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN BY ADDING NEW CLASSIFICATIONS SPECIFICATIONS**

---

WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to add the new job classifications of Chief Financial Officer/Director of Administrative Services, Information Systems and Technology Manager, and Engineering and Construction Department Manager, and to add the classification specifications and salary ranges therefore; and

WHEREAS, the Board of Directors having considered such proposals and recommendations;

NOW, THEREFORE, the Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

1. The Classification and Compensation Plan of the Midpeninsula Regional Open Space District shall be amended by adding the new job classification titles of Chief Financial Officer/Director of Administrative Services, Information Systems and Technology Manager, and Engineering and Construction Department Manager and by adding the classifications specifications and salary range to read as set forth in the attached exhibits hereto.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 15-18 as amended, shall remain in full force and effect.
3. This resolution shall be effective August 26, 2015.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 2015, at a regular meeting thereof, by the following vote:

\* \* \* \* \*

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

**ATTEST:**

**APPROVED:**

---

Secretary  
Board of Directors

---

President  
Board of Directors

**APPROVED AS TO FORM:**

---

General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

---

District Clerk



## Midpeninsula Regional Open Space District

### **CHIEF FINANCIAL OFFICER/DIRECTOR OF ADMINISTRATIVE SERVICES**

#### **DEFINITION**

Under administrative and policy direction, this position provides senior leadership to program managers with overall responsibility for Finance and Budget, Information Systems and Technology, and Human Resources. Represents the District with external governmental agencies and elected officials. Serves as a key member of the District's executive leadership team with significant involvement in overall District planning and management and financial leadership for the organization.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

#### **CLASS CHARACTERISTICS**

This at will, executive management classification serves at the pleasure of the General Manager and oversees, directs, and participates in all administrative services activities, including short- and long-term planning, development, and administration of policies, procedures, and services. This position oversees the financial management of the District and provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public finance and policy; District functions and activities, including the role of the Board of Directors; and the ability to develop, oversee, and implement projects and programs in a variety of assigned areas, including management of the District's finance, human resources and information systems and technology. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering the District's mission, goals, and objectives within general policy guidelines.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Serves as an executive-level manager, directly supervising program managers who exercise specialized responsibilities for: finance, human resources, and information systems and technology.
- Oversees all District financial activities, ensuring the development and administration of appropriate accounting policies, financial planning, financial forecasting and reporting systems.
- Performs and assists other departments in performing project cost estimating and cost accounting.
- Oversees all District human resources activities; may serve as labor negotiator for the District and may assist in resolving employee relations issues.
- Oversees District-wide Information Systems, including GIS
- Oversees the development, support and maintenance of the District's information technology, multi-media and telecommunications systems.
- Assumes overall responsibility for managing the District's Operating and Capital Improvement Budgets and develops, justifies and defends proposed budget submissions.

- Oversees activities in preparation for the annual District financial audit and other specialized audits.
- Undertakes Bond Management activities, including serving in the capacity of Disclosure Coordinator, pursuant to District Policy 3.06 Chapter 3 – Fiscal Management -- Initial and Continuing Disclosures Relating to Bond Issuances.
- Oversees the preparation and presentation of cost accountability reports for the Bond Oversight Committee, Board of Directors, and other public
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department and District-wide; monitors changes in laws, regulations and technology; implements policy and procedural changes as required.
- Conducts a variety of departmental, organizational and operational studies and investigations; recommends strategies and options to the General Manager.
- Prepares Requests for Proposals and Requests for Qualifications for a variety of projects and negotiates and administers contracts.
- Assists in resolving inter-departmental problems and coordinates with other department heads on inter-departmental problems and issues.
- Provides highly responsible and complex staff assistance to the General Manager and Board of Directors and works closely with the Assistant General Manager(s)
- Works closely with the Public Affairs Department on the development and dissemination of public information related to the District's use of and accountability for Bond funds.
- May chair or serve on key management work groups that provide critical input to the General Manager and/or Board of Directors on long-term operational and financial plans and strategies;
- Provides technical expertise on assigned functional areas and assigned special projects.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of special district finance, including investment, treasury, bond management, governmental accounting, auditing and reporting functions, budget development, administration and accountability.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public agency annual work plan and budget development, contract administration, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of special district administration.
- Principles and practices of employee supervision, including work planning, assignment, coaching, mentoring, review and evaluation, and discipline.
- Principles and practices of human resources management in a special district setting including recruitment and selection, job analysis, classification, compensation and benefit analysis, employee and labor relations and labor negotiations.
- Principles, practices, and procedures related to public agency record keeping.
- Applicable local, state, and federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative

organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide strategic and professional leadership and direction for assigned programs.
- Prepare and administer large and complex annual work plans and budgets; perform bond issuance and maintenance tasks; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, train, motivate, coach, mentor and evaluate the work of staff and train staff in work procedures.
- Analyze and streamline existing procedures and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs.
- Conduct effective negotiations and effectively represent the District and assigned programs in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, accounting, economics, information technology, human resources or a closely related field and five (5) years of experience at the department director level. A master's degree and public sector experience are desirable.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: August 2015

REVISED:

FLSA: Exempt



## Midpeninsula Regional Open Space District

### **INFORMATION SYSTEMS AND TECHNOLOGY MANAGER**

#### **DEFINITION**

Under general direction, plans, directs, coordinates, participates and supervises District-wide information systems and technology operations. Coordinates and addresses the information systems and technology needs of other District departments. Drives innovation, performs system analysis, and oversees the maintenance of technology tools for the District.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Financial Officer/Director of Administrative Services. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direction and supervision over technical staff.

#### **CLASS CHARACTERISTICS**

This is a Division Manager classification that oversees, directs, and participates in all activities of the Information Systems and Technology (IST) Division, including short- and long-term IST strategic planning, project and budget management, contract negotiations and management. This class provides assistance to staff across all departments. Successful performance of the work requires significant knowledge of a broad range of technology and information systems, and the ability to develop, oversee, and implement projects and programs across all departments. Responsibilities include the oversight of day to day operations of information technology systems which include, but are not limited to, operating systems software for PC environments, network management, GIS, internet and intranet applications, multi-media and telecommunications. The incumbent will act as the District's primary professional/technical expert in the areas of assignment. The incumbent is accountable for accomplishing division planning and operational goals and objectives and for furthering the District's mission, goals, and objectives within general policy guidelines.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assigns, schedules, and supervises the work of the Information Systems and Technology Division including but not limited to financial management, work order and project management, network management, PC applications, programming, website, document management, human resource, payroll, and geographical information systems and multi-media communications.
- Implements and updates an information systems and technology strategic plan.
- Confers and builds consensus with other departmental representatives to determine system functions, procedures, desired results and problem definitions.
- Manages information technology infrastructure, architecture, systems, networks, software and resources across multiple departments and platforms.
- Oversees the development of standards, procedures and practices.
- Performs administrative duties including budget preparation, employee selection, training and evaluation.

- Develops work performance standards, analyzes workload needs and prepares preliminary budget expenditure and staff allocations.
- Provides for training and development of self, Division staff and other District staff.
- Maintains accurate and up-to-date database system documentation and operating procedures.
- Evaluates the effectiveness of existing services and operations.
- Responsible for the performance, safety and security of the organization's information systems and technology, including establishment of data standards and security procedures for both software and physical protection.
- Analyzes, evaluates and selects vendor-supplied software and hardware products; recommends and coordinates acquisitions, installations and use.
- Prepares and administers requests for proposals and bids and negotiates contracts.
- Selects and monitors contractor and consultant performance.
- Makes recommendations to management about technology solutions.
- Coordinates the work of the division with that of other departments.
- Implements business continuity and disaster recovery plans
- Ensures employee compliance with applicable of safety rules and regulations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Personnel management, supervision and training.
- Public agency budget preparation and contract negotiations and administration.
- Systems analysis principles and techniques.
- Project planning and management.
- Information Technology Systems security.
- District policies and procedures.
- Techniques for providing a high level of customer service by effectively dealing with vendors, contractors, and District staff.
- Local and wide area networking technology and design concepts.
- Principles, practices and procedures for managing multiple platforms and operating system environments.
- Functions, operations, and capabilities of computers and related information systems and data entry equipment.
- Functions, operations and capability of multi-media and telecommunications systems.

### **Ability to:**

- Design and implement new systems and procedures for information technology applications.
- Research and prepare implementation plans to apply new technology.
- Direct and coordinate information technology activities.
- Supervise, select and train employees.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Effectively administer a variety of operations, programs and administrative activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Trouble shoot problems and identify feasible, cost effective solutions for their resolution.
- Prioritize and manage a variety of projects and multiple tasks in an effective and timely manner; organize own work and meet critical time deadlines.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in computer science, information systems, business administration, public administration, mathematics, or a related field and five (5) years of increasingly responsible information systems and technology programming, computer operations, networking, or related experience including three years' responsibility in a supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites. This is primarily a sedentary office classification although standing in and walking between work areas may be required.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: AUGUST 2015

REVISED:

FLSA: Exempt



## Midpeninsula Regional Open Space District

### **ENGINEERING AND CONSTRUCTION DEPARTMENT MANAGER**

#### **DEFINITION**

Under administrative and policy direction, plans, organizes, manages and oversees all functions and activities of the Engineering and Construction Department, including project design, management, and contract administration for the design, construction and modification of a variety of buildings, drainage, hardscape, and various other preserve infrastructure projects; reviews and approves proposed designs and plans for various construction projects on behalf of the District; coordinates assigned activities with and fosters cooperative working relationships among other District departments, officials, outside agencies, and the public; provides highly responsible and complex professional assistance to the General Manager's Office in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant General Manager, Project Planning and Delivery and provides regular project updates to the General Manager. The work provides for a wide variety of discretion and considerable independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over technical staff and ensures quality and timeliness of contractors' work products.

#### **CLASS CHARACTERISTICS**

This at-will Department Manager classification serves at the pleasure of the General Manager and oversees, directs, and participates in all activities of the Engineering and Construction Department, including short- and long-term project prioritization, project and budget management, and permitting and contract negotiations. Successful performance of the work requires significant knowledge of a broad range of building and park infrastructure projects and the ability to adapt to and effectively work in a wide variety of terrain, including mountainous, rural, open space with varying site and natural resource conditions. The incumbent must have a strong working knowledge of CEQA and have the ability to work in sensitive habitats, ensuring positive public perception and species protection. The incumbent will act as the District's primary professional/technical expert in the areas of assignment. The incumbent is accountable for accomplishing project planning and operational goals and objectives for the department, and for furthering the District's mission, goals, and objectives within general policy guidelines.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, manages and evaluates the activities of the Engineering and Construction Department.
- Manages department personnel, consultant and contract resources.
- Leads, directs, monitors and evaluates department staff and provides for their training and professional development.
- Administers implementation of annual and multi-year Capital Improvement Plans; develops scope, budget, funding and schedule for each project.

- Oversees the preparation of Requests for Proposals and Requests for Qualifications for consultants and contractors; negotiates final agreements.
- Manages project budgets; negotiates and prepares change orders for construction projects.
- Reviews and checks road, sewer, water system, landscape, trail, irrigation and building plans and soils reports; assures compliance with conditions of approval, mitigating and monitoring, and District standards.
- Clarifies roles and responsibilities of department staff in meeting goals and facilitates goal setting, scheduling and monitoring of projects.
- Participates in the design, administration, construction and inspection of a wide range of significant and complex building and preserve infrastructure projects.
- Reviews and approves technical reports, designs, and contract documents to assure adequacy, compliance with District standards, constructability, cost efficiency, and compatibility with the general character and site conditions of District-owned lands.
- Coordinates design work with consultants and external agencies to assure an orderly design process and to obtain necessary approvals and permits from other agencies.
- As needed, reviews daily inspection reports, soils and compaction reports, and other technical documents.
- Prepares and administers the department's budget, including forecasting of funds needed for staffing, equipment, materials and supplies.
- Prepares and/or directs preparation of analyses, reports and correspondence.
- Advises the public about issues related to project design, schedule, environmental issues, cost and related issues; resolves sensitive and controversial issues.
- Prepares and presents staff reports and other necessary communications.
- Provides regular project updates to the General Manager.

## **QUALIFICATIONS**

### **Knowledge of:**

- Engineering principles, practices and applications.
- Principles and practices of project management.
- Contemporary computer programs used for project design, scheduling, tracking, way-finding and geo-referencing, and other applications.
- Principles and practices of program development and administration.
- Principles and practices of contract administration and negotiation.
- Operations, services, policies and procedures of the District.
- Principles, methods and techniques of effective leadership and management.
- Principles of business writing and report preparation.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations, including public contract and bidding requirements.

### **Ability to:**

- Oversee and manage an engineering department and assigned staff.
- Set priorities and exercise sound, independent judgment.
- Work with internal and external customers to effectively accomplish the objectives of the department and the District.
- Negotiate, prepare and administer complex agreements.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of department goals, objectives and procedures.

- Effectively administer budget, personnel and administrative issues.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret, explain and enforce District policies and procedures.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in civil or structural engineering, architecture, landscape architecture, construction management, business administration, or a related field and five (5) years of increasingly responsible experience, including three years' responsibility in a managerial capacity.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- A Professional License in Engineering, Architecture or Landscape Architecture in the State of California is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in field and office settings and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites. This classification works in the office a significant amount of the time, but should also be able to stand and have mobility to walk and physically maneuver in a wide variety of terrains, including steep hills, uneven ground, narrow trails and on undeveloped land that may be covered by underbrush, trees, and other vegetation.

**ENVIRONMENTAL ELEMENTS**

Employees work in office and field environments with moderate to loud noise levels, controlled and uncontrolled temperature conditions, exposure to a variety of climate conditions and some possible direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: AUGUST 2015

REVISED:

FLSA: Exempt

**Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN**  
**Fiscal Year 2015/2016 - Effective 08/26/2015**

Last revised: 7/22/2015, 7/01/2015, 2/12/2015, 1/19/2015, 7/01/2014

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	18.946	23.654	3,284	4,100	39,408	49,200	Part-time
Seasonal Ranger Aide	6	18.946	23.654	3,284	4,100	39,408	49,200	Part-time
Seasonal Ranger	16	24.179	30.190	4,191	5,233	50,292	62,796	Part-time
Farm Maintenance Worker	19	26.019	32.492	4,510	5,632	54,120	67,584	Full-time
Open Space Technician*	19	26.019	32.492	4,510	5,632	54,120	67,584	Full-time
Administrative Assistant	20	26.660	33.283	4,621	5,769	55,452	69,228	Full-time
Accounting Technician	22	27.981	34.944	4,850	6,057	58,200	72,684	Full-time
Human Resources Technician	22	27.981	34.944	4,850	6,057	58,200	72,684	Full-time
Lead Open Space Technician*	23	28.690	35.827	4,973	6,210	59,676	74,520	Full-time
GIS Technician	23	28.690	35.827	4,973	6,210	59,676	74,520	Full-time
Volunteer Program Lead	23	28.690	35.827	4,973	6,210	59,676	74,520	Full-time
Risk Management Coordinator	24	29.383	36.698	5,093	6,361	61,116	76,332	Full-time
Senior Administrative Assistant	24	29.383	36.698	5,093	6,361	61,116	76,332	Full-time
Ranger	25	30.121	37.615	5,221	6,520	62,652	78,240	Full-time
Public Affairs Program Coordinator	25	30.121	37.615	5,221	6,520	62,652	78,240	Full-time
Information Technology Technician	25	30.121	37.615	5,221	6,520	62,652	78,240	Full-time
Senior Accounting Technician	26	30.854	38.533	5,348	6,679	64,176	80,148	Full-time
Equipment Mechanic/Operator	27	31.627	39.496	5,482	6,846	65,784	82,152	Full-time
Lead Ranger	27	31.627	39.496	5,482	6,846	65,784	82,152	Full-time
Executive Assistant	27	31.627	39.496	5,482	6,846	65,784	82,152	Full-time
Real Property Specialist I	28	32.400	40.454	5,616	7,012	67,392	84,144	Full-time
Resource Management Specialist I	29	33.208	41.463	5,756	7,187	69,072	86,244	Full-time
Planner I	29	33.208	41.463	5,756	7,187	69,072	86,244	Full-time
Docent Program Manager	30	34.021	42.479	5,897	7,363	70,764	88,356	Full-time
Volunteer Program Manager	30	34.021	42.479	5,897	7,363	70,764	88,356	Full-time
Planner II	31	34.869	43.540	6,044	7,547	72,528	90,564	Full-time
Management Analyst I	31	34.869	43.540	6,044	7,547	72,528	90,564	Full-time
Accountant	31	34.869	43.540	6,044	7,547	72,528	90,564	Full-time
Resource Management Specialist II	33	36.606	45.721	6,345	7,925	76,140	95,100	Full-time
Public Affairs Specialist	33	36.606	45.721	6,345	7,925	76,140	95,100	Full-time
Community Outreach Specialist	33	36.606	45.721	6,345	7,925	76,140	95,100	Full-time
Training and Safety Specialist	35	38.435	48.000	6,662	8,320	79,944	99,840	Full-time
Real Property Specialist II	35	38.435	48.000	6,662	8,320	79,944	99,840	Full-time
Management Analyst II	35	38.435	48.000	6,662	8,320	79,944	99,840	Full-time

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Supervising Ranger	35	38.435	48.000	6,662	8,320	79,944	99,840	Full-time
Maintenance, Construction & Resource Supervisor	35	38.435	48.000	6,662	8,320	79,944	99,840	Full-time
Website Administrator	36	39.381	49.177	6,826	8,524	81,912	102,288	Full-time
Information Technology Administrator	36	39.381	49.177	6,826	8,524	81,912	102,288	Full-time
Planner III	39	42.381	52.921	7,346	9,173	88,152	110,076	Full-time
GIS Administrator	40	43.413	54.219	7,525	9,398	90,300	112,776	Full-time
Senior Real Property Specialist	40	43.413	54.219	7,525	9,398	90,300	112,776	Full-time
Senior Accountant	41	44.498	55.575	7,713	9,633	92,556	115,596	Full-time
Senior Management Analyst	41	44.498	55.575	7,713	9,633	92,556	115,596	Full-time
District Clerk	41	44.498	55.575	7,713	9,633	92,556	115,596	Full-time
Media Communications Supervisor	42	45.583	56.925	7,901	9,867	94,812	118,404	Full-time
Senior Resource Mgmt Specialist	42	45.583	56.925	7,901	9,867	94,812	118,404	Full-time
Area Superintendent	43	46.725	58.356	8,099	10,115	97,188	121,380	Full-time
Human Resources Supervisor	43	46.725	58.356	8,099	10,115	97,188	121,380	Full-time
Senior Planner	43	46.725	58.356	8,099	10,115	97,188	121,380	Full-time
Assistant General Counsel I	46	50.256	62.769	8,711	10,880	104,532	130,560	Full-time
Assistant General Counsel II	48	52.771	65.902	9,147	11,423	109,764	137,076	Full-time
Information Systems & Technology Manager	48	52.771	65.902	9,147	11,423	109,764	137,076	Full-time
Administrative Services Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Engineering & Construction Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Natural Resources Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Operations Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Planning Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Public Affairs Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Real Property Manager	51	56.792	70.927	9,844	12,294	118,128	147,528	Full-time
Assistant General Manager	59	69.035	86.215	11,966	14,944	143,592	179,328	Full-time
Chief Financial Officer/Director of Administrative Services	59	69.035	86.215	11,966	14,944	143,592	179,328	Full-time

\* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

Board Appointee Group Compensation	Hourly Salary	Monthly Salary	Annual Salary	Effective Date	Last Revised
General Manager	\$104.001	\$18,027	\$216,323	4/1/2014	2/12/2015
Controller - <i>Part-time position</i>	\$86.833	\$15,051	\$180,612	4/1/2015	8/12/2015
General Counsel	\$101.996	\$17,679	\$212,152	4/1/2015	8/12/2015