



Midpeninsula Regional
Open Space District

R-16-03
Meeting 16-01
January 13, 2016

AGENDA ITEM 4

AGENDA ITEM

Amend the District's Classification and Compensation Plan to add the Legislative and External Affairs Specialist Classification

GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution adding the new classification of Legislative and External Affairs Specialist to the District's Classification and Compensation Plan.

SUMMARY

The Board of Directors (Board) approved funding for new positions in the Fiscal Year (FY) 2015-16 budget on March 25, 2015. Most of the new positions are being 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 budget for a new position of Legislative and External Affairs Specialist was approved by the Board in the FY2015-16 Budget. The General Manager recommends approval of the class specification and salary range for this position. If the class specification and salary range are approved by the Board, the recruitment will proceed for this new permanent position.

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 nine new positions, including the Legislative and External Affairs Specialist, in the FY2015-16 budget. Most of these position recruitments have been completed or are in process. Earlier in FY2015-16 Public Affairs initially recruited for a contingent position to serve as the Legislative and External Affairs Specialist in the interim while the class specification and salary range were developed and brought to the Board for approval. However, that recruitment was not successful.

The responsibilities of the Public Affairs Department have expanded with the Board's strategic direction of project delivery, partnership development and community engagement. In the past few years, it has become challenging for the existing department staff to provide the necessary support to the General Manager in reviewing legislation and recommending strategies, engaging in regional issues with partners, and reviewing grant opportunities.

Each legislative cycle, nearly a hundred bills are presented by the District's Sacramento lobbyists for consideration. Many of these proposed laws have the potential to impact the District and require thorough review, and response where appropriate. A dedicated staff member will thoroughly research and make recommendations to the General Manager on legislative, governmental and policy measures pertinent to the District as well as preparing these recommendations for Board and Committee consideration as appropriate.

In addition, the District is often presented with grant opportunities, which could provide millions of dollars in additional revenue. Currently these are forwarded to Department Managers who may not have the capacity to carefully analyze each opportunity to determine if it is worth pursuing. With the increased workload for each department, a dedicated legislative staff member would review grant opportunities and make recommendations to help support other departments.

Along with leading the District's legislative and governmental affairs program, this position would act as a key support position to the General Manager and Board of Directors in establishing and/or strengthening relationships with partner agencies regarding issues of mutual concern. This position would also coordinate the Legislative, Funding, and Public Affairs Committee meetings and provide oversight to future District advisory committees. This position is will not function as a lobbyist. The District will continue to contract with lobbying firms to track legislation and represent the District in Sacramento and Washington DC.

BOARD COMMITTEE REVIEW

This report was not sent to Committee as this position was previously discussed by the full Board in open session. The Action Plan and Budget Committee did review the budget recommendations that included funding authorization for this classification.

FISCAL IMPACT

The recommended salary range for the Legislative and External Affairs Specialist (based on recent market data) is range 38, with an annual salary of \$86,004 to \$107,412.

The cost of this new classification was budgeted in the FY2015-16 budget. If approved, the classification would go into effect on January 14, 2016.

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 classification would take effect January 14, 2016. A job announcement for the recruitment of this position will be released as soon as possible, with anticipated filling of the position in early 2016.

Attachment:

1. Resolution of the Board of Directors of the Midpeninsula Regional Open Space District Amending the Classification & Compensation Plan by Adding a New Classification Specification for the Legislative/ External Affairs Specialist

Responsible Manager:

Shelly Lewis, Public Affairs Manager

Prepared by:

Shelly Lewis, Public Affairs Manager

RESOLUTION NO. 16-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN BY ADDING A NEW CLASSIFICATION SPECIFICATION FOR THE LEGISLATIVE/EXTERNAL AFFAIRS SPECIALIST

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 Legislative/ External Affairs Specialist, and to add the classification specification and salary range 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 title of Legislative/External Affairs Specialist and by adding the classification specification 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 January 14, 2016.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2016, 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

LEGISLATIVE/EXTERNAL AFFAIRS SPECIALIST

DEFINITION

Under general supervision, plans, develops, implements, and administers the District's legislative agenda and activities; researches, analyzes, and explains local, state and federal legislation and policymaking activities to determine impact on the District and understand and maintain compliance with lobbying rules; cultivates and maintains cooperative and effective working relationships with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Affairs Manager, Board of Directors and the General Manager in areas of expertise; represents the District before a variety of groups, agencies, organizations and the public; coordinates the District's efforts to track and identify grant funding sources for District programs; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Affairs Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification that plans, develops, and assists the District in cultivating and maintaining strategic relationships with federal, state and local officials and other opinion leaders critical to accomplishing the District's mission and strategic goals. Incumbents serve as subject matter expert in researching, analyzing, and evaluating complex federal and state legislation, issues, regulations, and policies that impact the District's programs and projects. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This class is distinguished from other Public Information specialist classes in that it performs complex professional duties that require advanced knowledge and specialization in the District's legislative agenda to support its mission and growth of a preserve system in the San Francisco Bay area.

EXAMPLES OF TYPICAL JOB 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.

- Leads the formulation, strategic development, implementation, and evaluation of the District's legislative program agenda, projects, and activities.
- Plans, develops, and implements professional-level legislative activities; prepares detailed analyses and explanation of legislative proposals that promote the District's mission and strategic goals related to open space policy, funding, and operation.
- Interprets federal, state and local legislation, policies, laws, codes and regulations; conducts a variety of analytical and operational studies regarding legislative and policy activities; monitors effectiveness, evaluates alternatives, makes recommendations, and assists with the implementation of procedural, policy, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Establishes and maintains liaison, communication, and cooperation with a wide range of federal, state, and local officials, government associations, coalitions, and other opinion leaders and external

committees critical to accomplishing District's goals; presents policies, political action, and the District's position to elected officials on issues affecting open space at the regional, state, and federal levels.

- Monitors, tracks, and analyzes legislation affecting District programs, projects, and activities; communicates information and develops status reports for the Board and General Manager; represents the District's position regarding legislation to special interest groups and local, State, and Federal agencies, legislators, and lobbyists;
- Actively identifies emerging issues and policy trends that may impact the District, and helps determine the strategy to represent the District's interests in the appropriate arenas.
- Researches, writes, and edits various publications and outreach and advocacy materials, including press releases, media alerts, photos, internal communications, online communications, social media, brochures, and other materials in support of District initiatives.
- Prepares, reviews, and presents staff reports, various management and information updates, and other special reports as assigned.
- Tracks and identifies grant funding opportunities; evaluates funding opportunities relative to District policies and vision; assists in preparing proposals, budgets, and interpreting funding agency regulations and requirements.
- Serve as a District representative by developing and delivering messaging and presentations related to government relations, legislation, and general issues regarding the District as needed.
- Coordinates and manages future advisory committees.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of government relations and legislation that may impact the District.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of government relations and legislative program goal setting, development, implementation, and evaluation.
- Legislative practices, processes and operations, including lobbying rules, of government at local, state, and federal levels.
- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Methods, techniques, and procedures of effective state and federal legislative advocacy.
- Principles, practices, and processes of policy development.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of public speaking.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to government relations and legislative programs.
- 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:

- Plan, research, organize, coordinate, and implement comprehensive government relations and legislative, as well as communications and public outreach programs services suited to the needs of the community and the District.
- Perform responsible and difficult legislative research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.
- Build consensus and coalitions and lead a diverse group toward common goals.
- Analyze, interpret, summarize, and present technical and legal information and data in an effective manner.
- Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Ensure compliance with lobbying rules.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 business administration, public administration, government, legal, or political sciences, or a related field and three (3) years of experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field.

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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this

classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

EFFECTIVE: January 2016
REVISED: N/A
FLSA: Exempt

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN
Fiscal Year 2015/2016 - Effective 01/14/2016

Last revised: 8/26/15, 7/22/2015, 7/01/2015, 2/12/2015, 1/19/2015, 7/01/2014, 09/14/2015

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 Finance & 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
Planner I	29	33.208	41.463	5,756	7,187	69,072	86,244	Full-time
Resource Management Specialist I	30	34.021	42.479	5,897	7,363	70,764	88,356	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
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
Resource Management Specialist II	34	37.500	46.835	6,500	8,118	78,000	97,416	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
Supervising Ranger	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	
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
Legislative/External Affairs Specialist	38	41.348	51.640	7,167	8,951	86,004	107,412	Full-time
Planner III	39	42.381	52.921	7,346	9,173	88,152	110,076	Full-time
Resource Management Specialist 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	43	46.725	58.356	8,099	10,115	97,188	121,380	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	\$113.361	\$19,649	\$235,792	4/1/2015	8/26/2015
Controller - Part-time position	\$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