



Midpeninsula Regional  
Open Space District

R-23-23  
Meeting 23-06  
February 22, 2023

## AGENDA ITEM 5

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Reclassification of the vacant and new Property Management Specialist II position to Resource Management Specialist III to Manage the Conservation Grazing Program and Agricultural Land Management Projects.

### GENERAL MANAGER'S RECOMMENDATION *deur*

Approve a position reclassification from Property Management Specialist II to Resource Management Specialist III to recruit qualified applicants with the specialized expertise, training, and credentials to manage the Conservation Grazing Program and agricultural land projects.

### SUMMARY

The Midpeninsula Regional Open Space District has expanded its organizational capacity needs to effectively manage a 25% increase in conservation grazing acreage with the recent acquisitions of Johnson Ranch Uplands and Cloverdale Ranch acquisitions. In June 2022, the Board of Directors (Board) adopted the fiscal year 2022-23 (FY23) Budget and Capital Improvement and Action Plan, approving an additional Property Management Specialist II position to centralize management of the project delivery output and service goals related to the Conservation Grazing Program and in support of the agricultural components of the Coastside mission. After additional review of the position and the job requirements, and competition in the job market, the General Manager recommends reclassifying the Property Management Specialist II position to a Resource Management Specialist III position (a classification that includes the required job duties, skills, knowledge base, and educational attainment) and using the working title of Conservation Grazing Program Manager. The (FY23) budget includes sufficient funding for the recommendation.

### DISCUSSION

#### Conservation Grazing Program Needs

Given the expansion of agricultural land management projects and responsibilities on the coast, including the recent acquisition of the Johnson Ranch Uplands and Cloverdale Ranch properties, a Coastal Management Plan (CMP) was developed that identifies additional capacity needs for effectively implementing the objectives outlined in the conservation grazing program and the agricultural elements within the District's Coastside mission. According to the CMP, an estimated 3,100 acres of grazing lands will be added to the conservation grazing program by the end of 2023, which will increase the program (acreage of grazing lands) by approximately 25%. Additionally, due to the extensive presence of known populations of endangered San Francisco garter snake within rangeland properties on the coastside, a high level of lease oversight to assist

tenants with incorporating resource protections measures as part of their grazing practices is expected.

The CMP originally identified the addition of a Property Management Specialist II (PMS II) position to centralize management of the program under a Conservation Grazing Program Manager (Attachment 1). Although the PMS II position was approved by the Board on June 8, 2022 ([R-22-67](#)), it has remained vacant for the past eight months. After a review of benchmark positions from comparator agencies, including East Bay Regional Parks, Santa Clara County Parks, and Santa Clara County Open Space Authority, it became apparent that positions assigned to managing grazing and agricultural leases require a strong education and experience in resource management and property management, and a high level of program management responsibility.

The new position will consolidate program management responsibilities that are currently decentralized between multiple District staff. This will allow the District's Rangeland Ecologist in the Natural Resources Department to focus on monitoring grassland health, plant and habitat protection, rare species enhancement, and invasive species control projects. The Conservation Grazing Program Manager will focus on monitoring compliance with lease terms, coordinating with tenants to complete annual work plans, preparing contracts for infrastructure improvements, and soliciting proposals for grazing services. This position will coordinate with the Natural Resources department on predation issues, pond management and water supply enhancement projects, and cultural resource protection. Additionally, as a single point of contact for conservation grazing and agricultural operations, the new position will improve customer service and expand support to our agricultural tenants and partners on the coast. At this time, the District is preparing to recruit for this new position; hence, why it is now timely to reconsider the level of classification for this position.

### **New Position Evaluation**

Staff consulted with Koff & Associates (Koff) to evaluate a draft job description and identify benchmark classifications in the market for the position. Koff, now a Gallagher company, is an experienced Human Resources and Recruitment Services firm providing human resources services, including classification and compensation studies, to public agencies for 38 years. Rather than utilizing a property management classification for the position, Koff recommends classifying the position as a Resource Management Specialist III, because the body of work relies heavily on resource management expertise. In addition, the coursework required for a Rangeland Manager Certification (a requirement of the new position) is based on a natural resource's curriculum. By using the Resource Management Specialist III classification, with modest revisions (see below), the recruitment will attract qualified candidates with a strong knowledge base of resource management principles focused on rangeland ecology, rangeland vegetation management, rangeland plant physiology, and rangeland animal management. In addition, the level and complexity of the conservation grazing program and broader agricultural program require a higher level of management and strategic planning. Therefore, the General Manager recommends reclassifying the Board-approved Property Management Specialist II ([PMS II](#)) position to Resource Management Specialist III ([RMS III](#)) with the working title of Conservation Grazing Program Manager.

If approved the General Manager will revise the RMS III classification description to include the following essential job functions specific to the Conservation Grazing Program Manager position:

- Prepares solicitations for materials and services, evaluates submittals, drafts and executes agreements, and oversees management of contracts for various services, including grazing leases and vegetation/brush control and water infrastructure repairs.
- Prepares, reviews, and maintains annual appraisals for the conservation grazing program such as tenant/leaseholder work plans, lease dates, locations, and Animal Unit Months (AUM).
- Analyzes stocking reports submitted by tenants with in-field conditions to ensure accuracy and consistency with grazing prescriptions.
- Performs range analysis to calculate livestock carrying capacity.
- Monitors District sites by physically inspecting before and after conditions regarding the implementation of grassland and brush treatment plans and recommends adaptive management response as needed.
- Develops and implements Rangeland Management Plans.
- Inspects agricultural-support infrastructure.
- Participates in educational walks with interpretive staff.
- Trains District staff in rangeland management practices related to the Conservation Grazing Program.

*Licenses and Certifications*

- Possession of, or ability to obtain, a valid Certified Rangeland Manager Certification within two years of employment.

**FISCAL IMPACT**

There are sufficient funds in the adopted FY23 budget to cover the cost of the recommendation.

*Salary Range Comparison between the PMS II position and RMS III position*

<b>Midpeninsula Regional Open Space District</b>	<b>Property Management Specialist II</b>	<b>\$102,258</b>	<b>\$127,707</b>
	<b>Resource Management Specialist III</b>	<b>\$112,747</b>	<b>\$140,786</b>
<b>Difference in Annual Salary</b>		<b>\$10,489</b>	<b>\$13,079</b>

**PRIOR BOARD AND COMMITTEE REVIEW**

- **April 27, 2022:** Review the Coastal Management Plan for Coastal Preserves ([R-22-53, meeting minutes](#))
- **May 25, 2022:** Public Hearing on the Proposed Fiscal Year 2022-23 Budget and Three-Year Capital Improvement and action Plan ([R-22-58, meeting minutes](#))
- **June 8, 2022:** Adopt a Resolution approving the Fiscal year 2022-23 (FY23) Budget and Capital Improvement and Action Plan ([R-22-67, meeting minutes](#))

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. No additional notice is required.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act

**NEXT STEPS**

Pending Board approval, the General Manager will direct staff to begin the recruitment process.

Attachments:

1. Land & Facilities Organizational Chart

Responsible Department Head/Prepared by:

Brandon Stewart, Land and Facilities Department Manager



# Land & Facilities Services Department Organization Chart



**Brandon Stewart**  
Land and Facilities Services Manager

**Ben Talavera**  
Management Analyst II

**Caitlin Amarillas**  
Admin. Asst.

**Michael Gorman**  
Foothills Area Manager

**Jennifer Kavanagh**  
Admin. Asst.

**Bryan Apple**  
Capital Projects Field Manager

**Gloria Bell**  
Admin. Asst.

**Craig Beckman**  
Skyline Area Manager

**Omar Smith**  
Senior Property Management Specialist

**Joe Mackessy**  
Facilities Maintenance Supervisor

**Michael Bankosh**  
Maintenance Supervisor

**Jim Mort**  
Maintenance Supervisor

**John Holback**  
Field Resource Specialist

**Cody Fickes**  
Special Projects Maintenance Supervisor FFO

**Erik Viik**  
Special Projects Maintenance Supervisor SFO

**Grant Kern**  
Maintenance Supervisor

**Brendan Dolan**  
Maintenance Supervisor

**Christian Bonner**  
Field Resource Specialist

**Frank Healey**  
Facilities Maintenance Specialist

**Stephanie Towne**  
Equipment Mechanic Operator

**Tom Hanson**  
Equipment Mechanic Operator

**Jessica Vizena**  
Lead Open Space Technician

**Dan Chamberlin**  
Equipment Mechanic Operator

**Holden Neal**  
Equipment Mechanic Operator

**Warren Jenkins**  
Equipment Mechanic Operator

**Kandahar Husin**  
Lead Open Space Technician

**Steve Davison**  
Lead Open Space Technician

**Susan Weidemann**  
Property Management Specialist II

**Alex Rodriguez**  
Lead Open Space Technician

**Vince Hernandez**  
Lead Open Space Technician

**Brennon McKibbin**  
Equipment Mechanic Operator

**Ken Bolle**  
Equipment Mechanic Operator

**Eric Stanton**  
Equipment Mechanic Operator

**Scott Cotterel**  
Lead Open Space Technician

**Jean Chung**  
Property Management Specialist II

**Kyle Putnam**  
Open Space Technician

**Ignacio Zavala**  
Open Space Technician

**Steve Neighbors**  
Lead Open Space Technician

**Chris Perry**  
Lead Open Space Technician

**Brett Snider**  
Open Space Technician

**Steve Reed**  
Open Space Technician

**Vacant**  
Resource Management Specialist III

**Ian Cook**  
Open Space Technician

**Brian Fair**  
Open Space Technician

**Vacant**  
Open Space Technician

**Bernard Fahey**  
Open Space Technician

**Rob Scilingo**  
Open Space Technician

**Rich Hopp**  
Open Space Technician

**Miguel Ojeda**  
Farm Maintenance Worker

**Vacant**  
Open Space Technician

**Trisha Marshall**  
Open Space Technician

**Vacant**  
Open Space Technician

**Alvaro Andaluz**  
Open Space Technician

**Vacant**  
Open Space Technician

62.5 FTEs in Land and Facilities Services  
54 Permanent Staff  
17 Seasonal Staff

Seasonal Open Space Technicians

Seasonal Open Space Technicians