



Midpeninsula Regional
Open Space District

R-15-12
Meeting 15-01
January 14, 2015

AGENDA ITEM 10

AGENDA ITEM

Reclassification of Four District Positions and the Addition of One Classification

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "G.M.", is written over the end of the "GENERAL MANAGER'S RECOMMENDATION" header.

Adopt a resolution approving the following position changes:

1. Reclassification of an Accountant to a Senior Accountant in the Administrative Services Department.
2. Reclassification of an Administrative Assistant to a Risk Management Coordinator in the Legal Department.
3. Reclassification of two Real Property Specialists to Senior Real Property Specialists in the Real Property Department.
4. Reclassification of a Real Property Assistant to Real Property Specialist I in the Real Property Department.
5. Addition of a Real Property Specialist II classification to the District's Classification and Compensation Plan.

SUMMARY

Changes in the workload and complexity of responsibilities of positions in the Administrative Services, Legal, and Real Property Departments prompted the General Manager to direct staff to re-evaluate select positions and their functions within these departments. The evaluation, which was completed by Koff and Associates, identified the need to reclassify five existing positions and a recommendation to create a new classification to create a classification series within one of the departments. Should these changes be approved by the Board of Directors, the effective date would be January 19, 2015. There are sufficient salary savings to cover the increase in cost through the end of the current fiscal year. Future salary costs would be budgeted as part of the annual budgets starting in FY2015-16.

DISCUSSION

One of the authorities delegated to the General Manager is the ability to direct classification studies as needed. At the General Manager's request, Koff and Associates (Consultant) conducted a classification study of certain positions based on a realization that the workload and complexities of these positions have changed substantially. The Consultant's process included:

- An initial meeting with Human Resources to clarify scope, objectives, process and deliverables.
- Distribution and subsequent review of the Position Description Questionnaires (PDQ) that were completed by the employees in the selected classifications and reviewed by the employees' Department Manager and Assistant General Manager.
- Interviews with the incumbents and managers from the various departments.
- An analysis of the classification information gathered.
- Development of draft class findings and recommendations for management, supervisory and employee review.
- Additional contacts with employees and management as necessary to obtain details and gain clarification on classification duties.
- Preparation of a final report on each classification.

Reclassification of Accountant to Senior Accountant

Over the last five years, the District has experienced an evolution of its accounting and finance functions. Significant changes include the implementation, use, and maintenance of the Integrated Accounting and Financial System Software (IAFS) system. Moreover, the recent passage of Measure AA creates a clear need for a higher level of expertise and oversight to support the accounting and finance function.

The incumbent in the Accountant position was hired in April 2013. The findings of the classification study affirmed that the incumbent performs the full spectrum of professional accounting duties as described in the current class description as well as duties that reflect a greater role in policy development and regulatory compliance. For example in the case of the IAFS, the incumbent has been responsible for the regular and ongoing analysis of current business processes and for implementing complex system configuration changes to ensure that the system is in compliance with regulations, laws and accounting principles.

The Koff study noted that the recent passage of Measure AA, which allows the District to issue \$300 million in bonds, has further increased the complexity of project cost accounting requirements. This position will play a key role in working with the bond oversight committee and ensuring that the District is properly accounting for fund use. Moreover, this position functions as the Subject Matter Expert (SME) in the accounting function and regularly acts independently to ensure that the District is in compliance with government accounting standards and generally accepted accounting principles. In recent years, the District has relied on this position to closely work with the District Controller to evaluate District financial alternatives and present financial information, reports and develop new finance and accounting policies.

The advanced skill set required to fulfill the more complex accounting and finance duties that are now required of the position are more commonly found within a senior level accountant

classification and therefore warrant the reclassification of the current Accountant position to Senior Accountant.

Reclassification of Administrative Assistant to Risk Management Coordinator

Over the last five years, the District has had a tremendous need for staff support in the area of risk management. The employee in this position has not only performed the variety of office support work reflective of the administrative position, but has demonstrated considerable knowledge and technical expertise in the area of risk management and has been performing critical duties in the area of general liability insurance compliance and monitoring since 2008, which includes crime, auto, pollution, special events and all risk property. The District's General Counsel, who directly supervises this position, affirmed that the incumbent has demonstrated considerable specialized knowledge in Risk Management and exemplified the ability to identify potential risks and assist in the development and administration of general liability policies to manage risk and improve efficiency and effectiveness of operations.

Due to the regular ongoing need of the District to rely upon this position to monitor the risk management process, a reclassification of this position is recommended to recognize this ongoing responsibility. The Administrative Assistant classification does not sufficiently capture the level and responsibility of work the current employee in this position performs and the position is better classified as a Risk Management Coordinator.

The proposed reclassification also includes a confidential designation for this position. This is required to ensure appropriate confidentiality in the day to day involvement of this position in confidential matters handled by the legal office such as litigation, confidential legal advising, labor negotiations support, and personnel matters.

Reclassification of Real Property Specialist to Senior Real Property Specialist

Koff conducted a detailed analysis of the Real Property Specialists scope and responsibilities. Additionally, the Consultant interviewed the incumbents, the Real Property Manager, and the Assistant General Manager to gather information about the quantity and complexity of the work performed by the two incumbents. All interviewed parties affirmed that the work of this position has evolved to include a wide variety of real property issues with more active and complex use issues than experienced in the past. The interviewees stated that in last five years the number of issues related to property use has increased tremendously as well as the complexity and political sensitivity of these issues. Consequently, there has been an increased need for the Real Property Specialists to solve these complex problems and make decisions and recommendations on how to resolve the situations.

The current Real Property Specialist classification description does not capture most of the work that the position now is required to perform and does not emphasize the active use issues that have increasingly become part of the workload. Nor does the current description describe the lead responsibilities for staff and/or for the interdepartmental projects required in this position.

The current classification also fails to capture the increasing complexity and higher level of negotiation skill required for problem resolution. The current Real Property Specialists perform the full range of duties as assigned, including real estate negotiations, appraisal and property management. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work

unit. This position is the SME in the classification structure of the department should reflect the higher level of expertise this position brings to this classification series.

Additionally it is recommended that the Right of Way (R/W) certification at the journey level and the Senior Right of Way (SR R/W) certification at the senior level be required of this classification series. Staff recommends that the District support the incumbents in obtaining this certification and that new hires be required to obtain the certification.

Based on the level of complexity of the workload assigned to the two existing positions and the level independent judgment required to complete the day to day work, the General Manager recommends the reclassification of the two current Real Property Specialist positions to Senior Real Property Specialist.

Reclassification of Real Property Assistant to Real Property Specialist I and Addition of Real Property Specialist II Classification

The Real Property Assistant position was recently converted from a contingent position and added to the District as a permanent position in FY2014-15. At that time there was clearly a need for the position upgrade to support the growing property management program that had seen a 20% increase in the number of District rental structures and the expansion of 10,000 acres of leased grazing lands since 2001. The additional capacity was needed to manage routine tenant improvement and day-to-day project management needs within the Real Property Department and to reserve senior level staff capacity to address the increase in more complex real property issues, encroachments, lease negotiations and sensitive regulatory and/or legal requirements.

However, the conversion to a permanent Real Property Assistant was without the benefit of the Koff classification study which determined that the more appropriate classification for the position is Real Property Specialist I. The classification study found that the quantity, complexity and body of work required had evolved the position to a higher level than the recently created Real Property Assistant. It is recommended that the Real Property Assistant be reclassified to Real Property Specialist I to better reflect the work of the position and create a correctly aligned classification series within the Real Property Department.

It is also recommended that a Real Property Specialist II classification be created and added to the District's Compensation Plan, as suggested by the Koff classification study. While the Real Property Specialist classification will not be filled at this time the addition of the new classification will complete the series and afford opportunities for expansion of the Real Property Department in the future.

BOARD COMMITTEE REVIEW

This report was not previously reviewed by a Committee.

FISCAL IMPACT

If approved, the reclassifications would take effect January 19, 2015 and result in an additional \$5,000 in salaries and benefits costs this fiscal year. The additional costs would be offset by

vacancy savings in the FY2014-15 budget. Future salary costs would be budgeted as part of the annual budgets starting in FY2015-16.

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 reclassifications would take effect January 19, 2015.

Attachments:

1. Resolution amending the classification & compensation plan by adding new classifications specifications
2. Revised Classification & Compensation Plan
3. Revised District Organizational Chart

Responsible Manager:

Kevin Woodhouse, Assistant General Manager

Prepared by:

Candice Basnight, Human Resources Supervisor
Ana Ruiz, Assistant General Manager

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 Senior Accountant, Risk Management Coordinator, Senior Real Property Specialist, Real Property Specialist I, and Real Property Specialist II, and to add the classification specifications therefore; and

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

The Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

1. The Board of Directors hereby amends the Classification and Compensation Plan of the Midpeninsula Regional Open Space District by adding the new job classification titles of Senior Accountant, Risk Management Coordinator, Senior Real Property Specialist, Real Property Specialist I and Real Property Specialist II, and by adding the classifications specifications to read as set forth in the attached exhibits hereto.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 14-14 as amended, shall remain in full force and effect.
3. This resolution shall be effective January 19, 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

SENIOR ACCOUNTANT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; maintains and improves the District's accounting system; administers current and long-term planning activities; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Administrative Services Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Manager. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a professional classification responsible for managing all accounting activities in the Administrative Services Department. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is further distinguished from the Administrative Services Manager in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

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.

- Manages and participates in all activities related to the District's accounting function, including the integrated accounting and financial system, accounts payable, accounts receivable, processing and issuance of checks, cash receipts, fixed assets, general ledger reconciliation, and year-end close.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end and special reports, including the Comprehensive Annual Financial Report (CAFR).
- Participates in the development and implementation of goals, objectives, policies, and priorities for the unit; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the Accounting unit's budget.

- Participates in the compilation and preparation of District budget, including providing salary and benefits data, revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Assists in the selection and implementation of new accounting and payroll systems and modification to existing system; identifies problems, and consults with vendor support to request technical solutions to specific user needs; provides technical support for departmental software applications as appropriate. administers changes and adjustments to systems as needed
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the accounting function, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Administrative Services Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Administrative Services Manager.
- Manages the District's investment and monitors cashflow for all funds.
- Manages annual independent audit; schedules, provides information and reporting for audits; ensures availability and accuracy of required reports and documentation.
- Prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors accounting procedures of all District departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken.
- Provides highly complex staff assistance to the Administrative Services Manager; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency accounting; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.

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- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical 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.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- 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, 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 accounting, finance, business or public administration, or a related field and five (5) years of professional accounting experience, including lead or supervisory experience.

Licenses and Certifications:

- None. Certification as a Certified Public Accountant in the State of California is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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,

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and retrieve data using a computer keyboard, typewriter 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.

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: January 2015

REVISED: N/A

FLSA: Exempt



Midpeninsula Regional Open Space District

RISK MANAGEMENT COORDINATOR

DEFINITION

Under general supervision, this confidential position performs a wide variety of responsible technical and office administrative risk management support functions, including providing information and assistance to staff and insurance administrators; files claims, maintains risk management records, and researches and compiles a variety of reports; performs special projects for and provides responsible and complex technical and administrative support to the General Counsel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Counsel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This class is responsible for performing the full range of risk management support work. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Provides technical expertise, information and assistance to District administration regarding general liability insurance functions.
- Makes recommendations for the development and revision of risk management documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Identifies potential risk exposure; advises administration of unusual trends or problems and recommends appropriate corrective action.
- Receives and processes liability claims and incident reports; collects and analyzes appropriate documentation; submits documentation to third party administrator.
- Acts as a liaison with insurance companies, brokers, risk and insurance management associations and other entities concerning Agency general liability matters.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies policies and procedures in determining completeness of documents, reports, records, and files.
- Reviews and analyzes contractual documents and determine appropriate insurance coverage required.
- Issues Certificate of Insurance and maintains logs for departments; contacts insurance administrators as necessary.
- Collects and compiles material for review and analysis; provides recommendations for changes in programs, policies, or procedures to improve efficiency and cost effectiveness of operations.
- Researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Develops, composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence; inputs and

retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.

- Receives and processes subpoenas and requests for documents on behalf of the District; submits to appropriate department for response.
- Performs a variety of special projects.
- Interprets, applies, explains, and ensures compliance with Federal, State, and local laws and regulations and District policy concerning risk management programs.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Provides general administrative support including preparing correspondence, memoranda, and reports, performing reception functions, processing mail, performing data entry, and maintaining schedules and records.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the risk management function, including theft and accident report processing, liability claims processing, workers' compensation, safety training, and hazardous materials inventory and record keeping processes.
- Methods, techniques, and practices of data collection, business letter writing, and report preparation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform responsible risk management support work with accuracy, speed, and minimal direction.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, procedures, and practices of risk management administration.
- Review documents for completeness and accuracy.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.

- 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.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 the completion of twelfth (12th) grade supplemented by college-level coursework and/or risk management technical training and five (5) years of responsible administrative support experience, or two (2) years of experience equivalent to Administrative Assistant at the District.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in 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 up to 25 pounds with the use of proper equipment.

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: January 2015
REVISED: N/A
FLSA: Not Exempt



Midpeninsula Regional Open Space District

SENIOR REAL PROPERTY SPECIALIST

DEFINITION

Under general direction, leads, oversees, negotiates and performs a variety of complex real property transactions including purchases, exchanges, and easements. Works in the management of the District's rental and leased land programs, including negotiating lease agreements, coordinates capital improvement projects; resolves encroachments, easement issues and performs title research, appraisal analysis, and preparation of related documents; conducts studies and develops recommendations for action, policies, and procedures; responds to requests and inquiries from real property stakeholders and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Real Property Manager Exercises direct supervision over assigned staff, interns, and/or volunteers and exercises lead technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is the highest-level classification in the professional real property series that provides advanced specialized expertise in real property issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility. Incumbents make decisions of critical impact involving the development and implementation of policy and/or long- and short-term goals and objectives in a focused area of responsibility or assigned project area(s). Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees both day-to-day current and long-term activities and is responsible for providing professional-level support to assigned management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with and providing technical support to other District departments and other public agencies. This class is distinguished from the Real Property Manager in that the latter has overall management responsibility for all Real Property programs, functions, and activities and for developing, implementing, and interpreting public policy.

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.

- Manages, directs, and participates in highly complex and specialized real property projects and activities; designs and conducts studies to develop plans and policies; conducts field inspections of assigned real property projects to ensure compliance with Federal, State, and local laws, rules, and regulations, including the California Environmental Quality Act (CEQA), and local guidelines and procedures.
- Performs a variety of complex professional real property activities involved in the management, maintenance, and acquisition of District properties and related rental, lease, and land use programs.

- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; identifies opportunities for improvement and recommends to District management staff.
- Manages and coordinates the development of plans and policies requiring cross departmental and consultant input enabling the District new types of leasing opportunities.
- Manages District rental properties including negotiation and monitoring of rental income for residential, employee housing, communications, historical, agricultural, and office leases; pursue alternative lease arrangements.
- Oversees staff performing facilities management of the District office building and tenant space including management of HVAC, janitorial and landscape contractors.
- Oversees an effective maintenance and improvement program for District rental properties, employee residences and District office building.
- Assists in the development and oversees the administration of the property management program budget; monitors and approves expenditures for maintenance and repair of rental structures.
- Negotiates and prepares complex purchase and lease documents, easements, permits and other similar documents relative to real property interests.
- Reviews and negotiates the purchase of easements and exchange agreements associated with land use and development of private lands.
- Conducts due diligence on properties being considered for purchase; prepares and presents acquisition reports to the Board of Directors including title research, zoning and development potential, code compliance and regulatory investigations.
- Participates in a variety of land purchase and planning activities and special projects as necessary.
- Resolves conflicts of interest arising from easement and encroachment issues to protect District property; negotiates settlements with property owner.
- Assists in administering the District's volunteer easement monitoring program; resolve easement violations reported by staff, volunteers and others.
- Initiates and maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff.
- Reviews and prepares California Environmental Quality Act compliance documents for land purchase and protection projects.
- Participates in the development and oversees the administration of the land protection budget; monitors and approves expenditures, recommend adjustments to the land protection budget as necessary.
- Establishes and maintains open communication with other program staff; coordinates activities and work cooperatively in a professional manner.
- Collaborates with management and District counsel to prepare drafts of purchase documents, residential rental agreements, agricultural leases, communications leases, other lease agreements and correspondence asserting property rights involving District owned properties and land.
- Prepares correspondence, documents, and reports to address issues related to real property acquisition, property management, and land protection programs.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for planning and implementing assigned real property programs and projects.
- Principles and practices of project management.
- Principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.

- Real estate practices and laws pertaining to the appraisal, negotiation, and disposition of land as well as the administration of land use, rental, and leasing agreements.
- Procedures and instruments of real estate law and land ownership transactions.
- Methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts, and other property related documents.
- Property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Techniques of contract administration.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, and coordinate real estate programs, projects, and activities, including appraisal, acquisition and property management.
- Conduct accurate appraisal reviews on complex and large properties, including historical and agricultural properties.
- 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.
- Oversee, train, plan, organize, schedule, assign, and review the work of staff.
- Analyze financial statements and pro forma statements.
- Understand and evaluate financial statements, evaluate appraisals, and market study data.
- Conduct negotiations with land owners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, 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 four (4) year degree from an accredited college or university with major course work in real estate, real estate law, business administration or a related field, and five (5) years of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of a Senior Right of Way certificate within five (5) years of hire.
- 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 and over the telephone. This is primarily a sedentary office classification although standing in 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: January 2015

REVISED: N/A

FLSA: Exempt



Midpeninsula Regional Open Space District

REAL PROPERTY SPECIALIST I

DEFINITION

Under direct supervision, performs a variety of routine to complex work related to real property transactions and the management of the District's rental and leased land programs, including coordinating the work of contractors involved in the maintenance and repair of District properties; perform title research; performs varied technical support work for the Real Property division such as service coordination, word processing, data entry, report preparation, records management, and work order processing; responds to requests and inquiries from residents and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Real Property Manager or lead direction from a Senior Real Property Agent. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level class in the real property series. Incumbents at this level are expected to have limited work experience. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, incumbents perform with increasing independence. This class is distinguished from the Real Property Agent II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned real property projects, whereas this class is typically assigned to small scale projects or to support larger scale projects that are managed by more experienced professional real property Agents.

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.

- Performs a variety of routine real property activities involved in the management, maintenance and acquisition of District properties and related rental, lease, and land use programs.
- Manages District rental properties including negotiation and monitoring of rental income for residential, employee housing, communications, historical, agricultural, and office leases.
- Oversees the facilities management of the District office building and tenant space including management of HVAC, janitorial and landscape contractors.
- Coordinates an effective maintenance and improvement program for District rental properties, employee residences and District office building including annual residence inspections; obtains bids from contractors and outside vendors, prepares contracts, ensures compliance to District requirements, oversees and ensures that work is completed in a timely manner.
- Prepares and conducts rental rate surveys for District rental properties; assists in preparation of documents relating to land value estimates and review of real property appraisal reports.
- Participates in a variety of land purchase and planning activities and special projects as necessary.
- Assists the land protection program in researching title and real property related issues to help resolve encumbrance and encroachment issues.

- Maintains and updates departmental record systems and specialized databases; enters and updates information with real property activity, inventory files, and report summaries; retrieves information from systems and specialized databases as required.
- Establishes and maintains open communication with other District staff; coordinates activities and work cooperatively in a professional manner.
- Prepares routine correspondence, documents, and reports to assist real property acquisition, property management, and land protection programs.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on principles, practices, and new developments in assigned work area.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Procedures and instruments of real estate law and property rights transactions.
- Real estate practices and laws pertaining to the administration of land use, rental, and leasing agreements.
- Methods of describing real property.
- Basic principles of public agency real property matters.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Techniques of contract administration.
- Principles and procedures of data collection, record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Organize and coordinate real estate activities, including property management.
- Apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, 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 four (4) year degree from an accredited college or university with major course work in real estate, real estate law, business administration or a related field, and one (1) year of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- Possession of an International Right of Way Association (IRWA) Right of Way-Asset Management Certification desired.

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 and over the telephone. This is primarily a sedentary office classification although standing in 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: January 2015

REVISED: N/A

FLSA: Non-Exempt



Midpeninsula Regional Open Space District

REAL PROPERTY SPECIALIST II

DEFINITION

Under general supervision, performs a variety of work in Real Property Transactions such as purchases, exchanges and easements. Works in the management of the District's rental and leased land programs, including negotiating lease agreements, coordinates the work of contractors involved in the maintenance, and repair of District properties; resolves encroachment and easement issues and perform title research, appraisal analysis, and preparation of related documents; conducts studies and develops recommendations for action, policies, and procedures; responds to requests and inquiries from residents and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Real Property Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs the full range of duties required to plan, develop, and coordinate the District's real property programs. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Successful performance of the work requires coordinating work with other District departments and public agencies as well as frequent interaction with tenants, land owners, contractors, consultants, and the general public. This class is distinguished from Senior Real Property Specialist in that the latter provides lead direction to real property staff and/or advanced specialized expertise in real property issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility.

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.

- Performs a variety of routine to complex professional real property activities involved in the management, maintenance, and acquisition of District properties and related rental, lease, and land use programs.
- Manages District rental properties including negotiation and monitoring of rental income for residential, employee housing, communications, historical, agricultural, and office leases; pursue alternative lease arrangements.
- Coordinates an effective maintenance and improvement program for District rental properties, employee residences and District office building; obtains bids from contractors and outside vendors, prepare contracts, oversee and ensure that work is completed in a timely manner.
- Assists in the development and oversee the administration of the property management program budget; monitors and approves expenditures for maintenance and repair of rental structures.
- Negotiates and prepares purchase and lease documents, easements, permits and other similar documents relative to real property interests.
- Reviews and negotiates the purchase of easements and exchange agreements associated with land use and development of private lands.

- Conducts due diligence on properties being considered for purchase; prepares and presents acquisition reports to the Board of Directors including title research, zoning and development potential, code compliance and regulatory investigations.
- Participates in a variety of land purchase and planning activities and special projects as necessary.
- Assists the land protection program in researching title and real property related issues to help resolve encumbrance and encroachment issues.
- Resolves conflicts of interest arising from easement and encroachment issues to protect District property; negotiates settlements with property owner.
- Assists in administering the District's volunteer easement monitoring program; resolve easement violations reported by staff, volunteers and others.
- Initiates and maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff.
- Reviews and prepares California Environmental Quality Act compliance documents for land purchase and protection projects; negotiate remediation cost agreements; prepare and submit claims for reimbursement of acquisition costs to State agencies.
- Participates in the development and oversees the administration of the land protection budget; monitors and approves expenditures, recommend adjustments to the land protection budget as necessary.
- Establishes and maintains open communication with other program staff; coordinates activities and work cooperatively in a professional manner.
- Collaborates with management and District counsel to prepare drafts of purchase documents, residential rental agreements, agricultural leases, communications leases, other lease agreements and correspondence asserting property rights involving District owned properties and land.
- Prepares correspondence, documents, and reports to assist real property acquisition, property management, and land protection programs.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Real estate principles, practices and laws pertaining to the appraisal, negotiation, and disposition of land as well as the administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Procedures and instruments of real estate law and property rights transactions.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Basic principles and practices of public agency budget development and administration.
- Techniques of contract administration.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, and coordinate real estate programs, projects, and activities, including appraisal, acquisition and property management.

- Conduct accurate appraisal reviews on complex and large properties, including historical and agricultural properties.
- Analyze financial statements and pro forma statements.
- Understand and evaluate financial statements, evaluate appraisals, and market study data.
- Conduct negotiations with land owners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- 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.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, 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 four (4) year degree from an accredited college or university with major course work in real estate, real estate law, business administration or a related field, and three (3) years of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of an International Right of Way Association (IRWA) Right of Way Certification relevant to assignment within eighteen (18) months of hire.
- 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 and over the telephone. This is primarily a sedentary office classification although standing in 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: January 2015

REVISED: N/A

FLSA: Exempt

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2014/2015 - Effective 01/19/2015

Last revised: 7/01/2014, 7/01/2013, 4/25/2013, 11/26/2012, 6/27/12, 4/01/12

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	18.392	22.967	3,188	3,981	38,256	47,772	Part-time
Farm Maintenance Worker	19	25.263	31.546	4,379	5,468	52,548	65,616	Full-time
Open Space Technician*	19	25.263	31.546	4,379	5,468	52,548	65,616	Full-time
Administrative Assistant	20	25.881	32.313	4,486	5,601	53,832	67,212	Full-time
Accounting Technician	22	27.167	33.929	4,709	5,881	56,508	70,572	Full-time
Human Resources Technician	22	27.167	33.929	4,709	5,881	56,508	70,572	Full-time
Lead Open Space Technician*	23	27.854	34.783	4,828	6,029	57,936	72,348	Full-time
GIS Technician	23	27.854	34.783	4,828	6,029	57,936	72,348	Full-time
Volunteer Program Lead	23	27.854	34.783	4,828	6,029	57,936	72,348	Full-time
Risk Management Coordinator	24	28.529	35.631	4,945	6,176	59,340	74,112	Full-time
Senior Administrative Assistant	24	28.529	35.631	4,945	6,176	59,340	74,112	Full-time
Ranger	25	29.244	36.519	5,069	6,330	60,828	75,960	Full-time
Equipment Mechanic/Operator	25	29.244	36.519	5,069	6,330	60,828	75,960	Full-time
Public Affairs Program Coordinator	25	29.244	36.519	5,069	6,330	60,828	75,960	Full-time
Information Technology Technician	25	29.244	36.519	5,069	6,330	60,828	75,960	Full-time
Senior Accounting Technician	26	29.954	37.408	5,192	6,484	62,304	77,808	Full-time
Executive Assistant	27	30.704	38.348	5,322	6,647	63,864	79,764	Full-time
Real Property Specialist I	28	31.454	39.277	5,452	6,808	65,424	81,696	Full-time
Resource Management Specialist I	29	32.238	40.258	5,588	6,978	67,056	83,736	Full-time
Planner I	29	32.238	40.258	5,588	6,978	67,056	83,736	Full-time
Docent Program Manager	30	33.029	41.244	5,725	7,149	68,700	85,788	Full-time
Volunteer Program Manager	30	33.029	41.244	5,725	7,149	68,700	85,788	Full-time
Planner II	31	33.854	42.271	5,868	7,327	70,416	87,924	Full-time
Management Analyst I	31	33.854	42.271	5,868	7,327	70,416	87,924	Full-time
Accountant	31	33.854	42.271	5,868	7,327	70,416	87,924	Full-time
Resource Management Specialist II	33	35.538	44.388	6,160	7,694	73,920	92,328	Full-time
Public Affairs Specialist	33	35.538	44.388	6,160	7,694	73,920	92,328	Full-time
Community Outreach Specialist	33	35.538	44.388	6,160	7,694	73,920	92,328	Full-time
Training and Safety Specialist	35	37.315	46.604	6,468	8,078	77,616	96,936	Full-time
Real Property Specialist-	35	37.315	46.604	6,468	8,078	77,616	96,936	Full-time

Real Property Specialist II	35	37.315	46.604	6,468	8,078	77,616	96,936	Full-time
Management Analyst II	35	37.315	46.604	6,468	8,078	77,616	96,936	Full-time
Supervising Ranger	35	37.315	46.604	6,468	8,078	77,616	96,936	Full-time
Maintenance, Construction & Resource Supervisor	35	37.315	46.604	6,468	8,078	77,616	96,936	Full-time
Website Administrator	36	38.233	47.746	6,627	8,276	79,524	99,312	Full-time
Information Technology Administrator	36	38.233	47.746	6,627	8,276	79,524	99,312	Full-time
Planner III	39	41.146	51.381	7,132	8,906	85,584	106,872	Full-time
GIS Administrator	40	42.150	52.638	7,306	9,124	87,672	109,488	Full-time
Senior Real Property Specialist	40	42.150	52.638	7,306	9,124	87,672	109,488	Full-time
Senior Accountant	41	43.200	53.954	7,488	9,352	89,856	112,224	Full-time
Senior Management Analyst	41	43.200	53.954	7,488	9,352	89,856	112,224	Full-time
District Clerk	41	43.200	53.954	7,488	9,352	89,856	112,224	Full-time
Media Communications Supervisor	42	44.256	55.269	7,671	9,580	92,052	114,960	Full-time
Senior Resource Management Specialist	42	44.256	55.269	7,671	9,580	92,052	114,960	Full-time
Area Superintendent	43	45.363	56.654	7,863	9,820	94,356	117,840	Full-time
Human Resources Supervisor	43	45.363	56.654	7,863	9,820	94,356	117,840	Full-time
Senior Planner	43	45.363	56.654	7,863	9,820	94,356	117,840	Full-time
Assistant General Counsel I	46	48.790	60.940	8,457	10,563	101,484	126,756	Full-time
Assistant General Counsel II	48	51.237	63.981	8,881	11,090	106,572	133,080	Full-time
Administrative Services Manager	51	55.137	68.862	9,557	11,936	114,684	143,232	Full-time
Natural Resources Manager	51	55.137	68.862	9,557	11,936	114,684	143,232	Full-time
Operations Manager	51	55.137	68.862	9,557	11,936	114,684	143,232	Full-time
Planning Manager	51	55.137	68.862	9,557	11,936	114,684	143,232	Full-time
Public Affairs Manager	51	55.137	68.862	9,557	11,936	114,684	143,232	Full-time
Real Property Manager	51	55.137	68.862	9,557	11,936	114,684	143,232	Full-time
Assistant General Manager	59	67.021	83.706	11,617	14,509	139,404	174,108	Full-time

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

Board Appointee Group	Hourly Salary	Monthly Salary	Annual Salary	Effective Date	Last Revised
General Manager	\$99.963	\$17,327	\$207,924	4/1/2013	10/23/2013
Controller - <i>Part-time position</i>	\$63.756	\$11,051	\$132,612	4/1/2013	10/23/2013
General Counsel	\$89.860	\$15,575	\$186,909	4/1/2013	10/23/2013



LEGEND

