

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**
 ___/___/___ ___/___/___
Agenda Item No: **Agenda Item No:**

Department: Regional Parks

() 4/5 Vote Required

Contact:
Ray Basch

Phone:
3370

Board Date:
6/23/09

Deadline for Board Action:

AGENDA SHORT TITLE:

Position Allocation Change – Park Program Assistant

REQUESTED BOARD ACTION:

Resolution amending the Department Allocation List for the Regional Parks Department deleting 1.00 FTE Park Ranger Trainee, 0.75 FTE Park Ranger I and adding 1.75 FTE Park Program Assistant effective July 1, 2009.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD APPROVAL

Estimated Cost \$

Contingencies \$
(Fund Name:)

Amount Budgeted \$

Unanticipated Revenue \$
(Source:)

Other Avail Approp \$
(Explain below)

Other Transfer(s) \$
(Source:)

Additional Requested: \$

Add'l Funds Requested: \$

Explanation (if required): Funds for these positions have been included in the FY 09-10 budget

Prior Board Action(s):

09/25/07 – Board approved the Regional Parks Reorganization Request and reviewed its Strategic Plan.

06/23/09 – Board established classification and salary for the Park Program Assistant.

Alternatives - Results of Non-Approval:

The Park Program Assistant position will be delayed or will not be allocated. The Department's efforts in improving the Environmental Discovery Center (EDC) and other park educational programs will not be fully addressed. The Department will not have a Park Program Assistant on site at the EDC and Tolay Park. This could delay or shorten educational programs provided to schools and the general public.

BACKGROUND:

Discussion

In September 2007 Regional Parks completed work on its Strategic Plan and provided it to the Board with its reorganization request. The Plan's goals and objectives include the expansion of educational programs provided to the public, including those at the Environmental Discovery Center (EDC). As an outcome of the Plan, the department recommended and the Civil Service Commission adopted a new classification of Park Program Assistant on April 16, 2009.

The Park Program Assistant is a classification that will report to the EDC Coordinator. A 0.75 FTE Park Program Assistant will be responsible for assisting in coordinating, developing, marketing, and promoting the Spring Lake Park Environmental Discovery Center (EDC) and its programs, and overseeing the public use of the EDC. A 1.0 FTE Park Program Assistant will coordinate public access through the Interim Plan Day-Use program and oversee the health and environmental education programs at Tolay Lake Regional Park. As the department expands its education programs, Park Program Assistants can be used widely at Regional Parks Department facilities where an educational or public outreach program is being conducted and will facilitate workshops and teaching program-specific educational content designed to promote health, environmental awareness, and perform other duties as assigned.

The Park Program Assistant additions are consistent with the department's Strategic Plan and will be a critical asset in helping fulfill the Plan's goals.

On June 23, 2009, concurrent with this request, the Board is requested to establish the new classification of Park Program Assistant and approve the salary range.

Recommendation

Resolution amending the Department Allocation List for the Regional Parks Department deleting 1.00 FTE Park Ranger Trainee, 0.75 FTE Park Ranger I and adding 1.75 FTE Park Program Assistant effective July 1, 2009.

Attachments: Resolution

On File With Clerk:

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: