



**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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**DATE** April 16, 2024

**TITLE** Authorization to Add a Legislative Assistant in the Executive and Legislative Division and an Accounting Specialist in the Finance Management Services Division and Approve and Adopt an Amendment to the East Bay Regional Park District’s Salary Schedule to Adjust the Salary Range for Trails Program Manager

**DIVISION** General Manager’s Office and Human Resources Division

**FROM** Allyson Cook, Assistant General Manager Human Resources

**APPROVED** Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the East Bay Regional Park District (Park District) Board of Directors approve an additional Legislative Assistant position for the Executive and Legislative Division and an additional Accounting Specialist in the Finance and Management Services (FMS) Division. The General Manager also recommends adjusting the salary range and adopting an amendment to the Park District’s Salary Schedule for the Trails Program Manager from the MG02 salary range to the MG03 salary range.

**BACKGROUND**

Legislative Assistant (1.00 FTE)

Currently, Government and Legislative Affairs (Legislative Affairs) consists of a Chief of Government and Legislative Affairs, a Legislative and Policy Management Analyst, a Legislative Assistant, and an Executive Assistant. Due to the specific needs and responsibilities of the team’s work plan and the needs within the Executive and Legislative Division, the Executive Assistant position previously assigned to Legislative Affairs has been reassigned to the Clerk of the Board work unit, leaving a staffing need at the Legislative Assistant level.

Accounting Specialist (1.00 FTE)

The Finance Department was budgeted for two Executive Assistants (1.75 Full Time Equivalent) in 2024, with one staff member to support the Assistant Finance Officers and one staff member to support the Assistant General Manager of FMS. After a review of its staffing needs, it has been determined that two Executive Assistants within the Finance Division are not necessary at this time. Due to the need for high-level clerical support in the Operations Division, the 0.75 staff member previously reporting to the Assistant General Manager (AGM) of Finance and Management Services has been reassigned to support Park Operations, particularly the Chief of Park Operations leaving the need at the Accounting Specialist level to support purchasing at the Park District.

### Trails Program Manager (MG02 to MG03)

The Park District's Trails Program encompasses roughly 1,330 miles of trails across Alameda and Contra Costa Counties. The Trails Program plays a vital role in providing recreational opportunities for hikers, cyclists, equestrians, and other outdoor enthusiasts while also promoting conservation and stewardship of the natural environment.

In a community survey conducted by Lake Research Partners in July 2022, which explored park use, 92% of the respondents said that they come to the park for the trails (hiking, walking, etc.). Another survey conducted by FM3 Research in July 2023, roughly 82% of respondents felt that trails should be an investment priority for the Park District. Trail usage is a very important activity in the Park District, which requires not only maintenance and upkeep but also development of new trail access for the community to enjoy.

The Trails Program Unit, led by the Trails Program Manager (MG02) consists of four full-time staff who facilitate the planning, acquisition, and development of new paved and natural surface trails within Park District lands or rights-of-way. The Trails Program coordinates with internal Park District departments, partner agencies, volunteers, and community groups to expand and enhance the Park District's trail system. The nature of the work and expanded scope of responsibility for the Trails Program Manager has expanded over the years, thereby justifying a salary range adjustment.

## **ANALYSIS**

### Legislative Assistant (1.00 FTE)

The work of the Legislative Affairs team continues to grow as the state and Federal governments increase their focus on investing in conservation and environmental policy. The Park District has also grown its proactive approach to sponsoring and supporting legislation – actively sponsoring at least one state level bill each of the last four years and one Federal legislative amendment. Proactive strategic engagement events have increased as well with 14 such occasions in 2023. In addition, the Legislative Affairs team has developed a local government engagement workplan which includes an inventory, examination of scope and need for liaison committees, as well as analyzing time commitments to provide staff support and agenda planning for liaison committee meetings. Additional capacity at the Legislative Assistant level is needed to effectively respond to increased responsibilities and evolving priorities. This change would maintain a role with administrative and support functions, while enabling the specific expertise the position brings to the team relative to the legislative process and elected office engagement.

The Legislative Affairs managers have identified additional need in this role and less so in the tasks described in the role of an Executive Assistant. By dividing these responsibilities between two positions, the Legislative Affairs team can ensure comprehensive coverage of tasks and effective support for the Park District's legislative and government affairs activities. This approach allows for specialization in certain areas while maintaining a well-coordinated and efficient workflow.

### Accounting Specialist (1.00 FTE)

The FMS Division, Finance Department, is requesting a new Accounting Specialist position be added to the department to serve as a point person for purchasing-related tasks. With the reassignment of the Executive Assistant to the Operations Division, additional support is needed to provide improved customer service and reduce duplication of effort within the Accounts Payable and Purchasing functions. The position would report to the Finance Supervisor over Accounts Payable and would oversee and assist with a variety of purchasing-related tasks, including purchase card administration and vendor management.

### Trails Program Manager (MG02 to MG03)

An analysis was conducted by the Chief of Planning, Trails and GIS and the Assistant General Manager of Acquisition Stewardship and Development on the current job functions of the Trails Program Manager position. The analysis discovered an additional 6-essential functions required and performed by the Trails Program Manager position, which is not in the current job description. Additionally, the analysis discovered there are several functions that are currently being performed by the Trails Program Manager that are at a higher (MG03) leadership level than the MG02 level. Under the authority of the General Manager, the classification specification for the Trails Program Manager position has been amended to incorporate corresponding new responsibilities reflective of the current duties required to be performed by this position. The growth in responsibilities and essential functions require adjustments to the salary range for this classification.

Additionally, and as memorialized in the Board of Directors' Board Operating Guidelines, Section III(A)(4), "[t]he Board is responsible for establishing...salary levels" of the Park District employees. As a result, the General Manager respectfully requests that the Board of Directors authorize and amend the Salary Schedule (Attachment I) to reflect the increase from MG02 to MG03 for the Trails Program Manager.

Human Resources will notice the American Federation of State, County and Municipal Employees, Local 2428 (Union) of the anticipated changes as required by the operable Memorandum of Understanding. Human Resources will work diligently with the Union to resolve any impacts to its members.

### **FISCAL IMPACT**

There are no additional funds requested for 2024 with the proposed actions of adding one additional Legislative Assistant in the Government and Legislative Affairs Department, one additional Accounting Specialist in the Finance Department, and an increase from salary range MG02 to salary range MG03 for the Trails Program Manager. The costs associated with these actions will be absorbed in the corresponding Division's 2024 budgets utilizing salary savings from vacant positions. For 2025, these changes will be reflected in the corresponding Division's baseline budget. The annual cost for one Legislative Assistant is \$203,900. The annual cost for one Accounting Specialist is \$174,900. The annual cost to increase the Trails Program Manager from the MG02 salary range to the MG03 salary range is \$10,470.

### **ATTACHMENTS**

- I. East Bay Regional Park District Salary Schedule for Trails Program Manager



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 04 -  
APRIL 16, 2024**

**AUTHORIZATION TO ADD A LEGISLATIVE ASSISTANT IN THE EXECUTIVE AND LEGISLATIVE DIVISION AND AN ACCOUNTING SPECIALIST IN THE FINANCE MANAGEMENT SERVICES DIVISION AND APPROVE AND ADOPT AN AMENDMENT TO THE EAST BAY REGIONAL PARK DISTRICT'S SALARY SCHEDULE TO ADJUST THE SALARY RANGE FOR TRAILS PROGRAM MANAGER**

**WHEREAS**, the East Bay Regional Park District's (Park District's) annual budget includes authorized funding appropriations and budgeted positions approved by the Park District Board of Directors; and

**WHEREAS**, the Board of Directors is responsible for establishing the title, representation assignment, and compensation of each job classification at the Park District; and

**WHEREAS**, an additional 1.00 Full Time Equivalent (FTE) Legislative Assistant will be added to the Executive and Legislative Division, Government and Legislative Affairs Department; and

**WHEREAS**, an additional 1.00 Full Time Equivalent (FTE) Accounting Specialist will be added to the Finance and Management Services Division, Finance Department; and

**WHEREAS**, the Trails Program Manager classification will be increased from the MG02 salary range to the MG03 salary range effective the pay period following April 16, 2024; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorizes one (1) additional Legislative Assistant in the Government and Legislative Affairs Department, one (1) additional Accounting Specialist in the Finance Department, and an increase from salary range MG02 to salary range MG03 for the Trails Program Manager as presented to the Board on April 16, 2024; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and adopted April 16, 2024, by the following vote:

FOR:

AGAINST:  
ABSTAIN:  
ABSENT: