



**MEMORANDUM**  
**HUMAN RESOURCES**  
County of Placer

TO: Board of Supervisors  
FROM: Kate Sampson, Director of Human Resources  
BY: Suzanne Holloway, Human Resources Manager  
SUBJECT: Creation of the classification of Director of Parks & Open Space

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**ACTION REQUESTED**

Introduce an ordinance, waive oral reading, amending the un-codified Schedule of Classifications and Compensation Ordinance related to the creation of the new classification of Director of Parks & Open Space.

**BACKGROUND**

At its regular meeting on April 13, 2021, the Board approved a request submitted by the County Executive Office to move forward with a proposed reorganization of the County's current structure that included the transition of the Department of Public Works, Parks Division to a separate, stand-alone Department of Parks & Open Space to accommodate the increasing services and responsibilities specific to the 43 parks and beaches and open spaces, trails and regional projects in Placer County.

The proposed salary level of ADHD 643 (\$10,458.93 - \$13,062.40 monthly) represents an appropriate relationship with other County department head positions as well as comparable positions in the relevant labor market. Given the level of authority and highly complex range of responsibilities originating from the County Executive Officer, this class has also been determined to be suitable for the Unclassified service, consistent with other department heads.

The County Executive Officer has approved the creation of the Director of Parks & Open Space classification specification and Human Resources recommends its inclusion in the County's Schedule of Classifications and Compensation Ordinance.

**FISCAL IMPACT**

The estimated fiscal impact of the proposed new classification is approximately \$250,000. These costs will be absorbed in the adopted Fiscal Year 2020-21 budget for the Department of Public Works and will be included in the new Parks & Open Space Department's budget proposals in FY 2021-22.

**ATTACHMENT**

Attachment 1 – Ordinance

Before the Board of Supervisors  
County of Placer, State of California

**In the matter of:** An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance to create the classification of Director of Parks & Open Space

Ordinance No.: \_\_\_\_\_

Introduced: April 27, 2021

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

**Section 1.** That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<b><u>11808</u></b>	<b><u>Director of Parks &amp; Open Space</u></b>	<b><u>ADHD</u></b>	<b><u>643</u></b>

**Section 2.** That this ordinance shall be effective the first day of the pay period following adoption.

**Section 3.** That this ordinance amendment is adopted as an un-codified ordinance.

