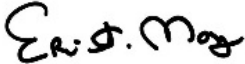


AGENDA ITEM NO. 7-B
MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD REPORT

DATE: May 6, 2026

TO: Board of Directors

FROM: Eric Morgan, General Manager 

SUBJECT: Review and Approval of New Employee Classification

SUMMARY

Staff recommends that the Board approve the creation of a new Special Uses Coordinator (SUC) position in Salary Range 30 (Step 1: \$40.93 hourly / \$84,989 annually to Step 5: \$49.75 hourly / \$103,490 annually) effective immediately, and direct staff to proceed with recruitment. This position was presented to the Personnel Committee on April 20, 2026 and supported by Committee Members.

BACKGROUND

The District continues to see increasing demand for special use permits, facility leases, event licenses, commercial recreation activities, and filming on District parklands and open space. These responsibilities are currently managed on an ad-hoc basis, primarily by the Environmental Education and Community Outreach Program Manager and Finance Manager acting as District Property Manager, with coordination from Planning & Conservation and Operations staff. This approach has created inefficiencies in application processing, customer service, scheduling, revenue tracking, and compliance.

DISCUSSION

The proposed Special Uses Coordinator (SUC) will centralize the administration of the District's recreation special use permits, leases, and licenses. The position will review, process and administer applications for events, commercial activities, filming, facility rentals, and other recreational uses; ensure compliance with District policies and applicable laws; collect fees and deposits; prepare agreements; and maintain accurate records.

The SUC will coordinate with the Administrative Services Manager and Legal Counsel on risk and insurance provisions, with Operations and Maintenance Division on scheduling, oversight and site administration, and with the Environmental Education & Community Outreach (EECO) Division on program congruity to ensure authorized activities align with

District educational and outreach goals. The SUC will also work cooperatively with the Planning & Conservation Program Division on environmental and resource protection matters related to proposed uses and ensure appropriate stipulations and requirements are included in authorizations to protect natural resources and be consistent with appropriate deed restrictions.

This position is modeled after comparable federal positions at the National Park Service, U.S. Forest Service and Bureau of Land Management (BLM), including Outdoor Recreation Planners (GS-0023 series) and Realty Specialists (GS-1170 series), which manage special recreation permits, commercial use authorizations, leases, licenses, and related agreements on public lands. These roles typically operate at the GS-9 to GS-11 level. In the San Francisco/San Jose locality which includes Monterey County (2026 pay tables), the equivalent annual salary range at Step 5 is approximately \$87,451 (GS-9) to \$105,808 (GS-11). The proposed MPRPD Range 30 provides a competitive and internally equitable compensation package while reflecting the operational and coordination responsibilities of the role.

Creation of this dedicated position will improve customer service, enhance revenue capture and compliance, reduce workload on existing staff, and support responsible stewardship of District lands as visitation and special use requests continue to grow. The position will also ensure that collaborators and cooperators that help operate MPRPD facilities and lands are in alignment with policies and other legal requirements.

FISCAL IMPACT

The position is proposed in Range 30, with a salary range of \$40.93/hour (\$84,989 annually) at Step 1 to \$49.75/hour (\$103,490 annually) at Step 5. Funding is available in FY 2026-27 within the Community Facilities District (Services) budget.

FUNDING SOURCE

4700 - Community Facilities District (Services)

FUNDING BALANCE

\$1,037,000 (estimate) for FY 26/27

RECOMMENDATION

Approve the creation of the Special Use Permits Coordinator position in Salary Range 30 and authorize staff to proceed with recruitment.

ATTACHMENT

1. [Special Uses Coordinator Position Description](#)
2. [Department of the Interior Outdoor Recreation Planner Overview](#)
3. [Department of the Interior Realty Specialist Overview](#)
4. [Federal Pay Schedule \(Monterey County Locality Area\)](#)