

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: July 3, 2024
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Job Descriptions for New Positions

SUMMARY:

For Board review and approval are job descriptions for three new positions the District would like to fill: Procurement and Contracting Technician (**ATTACHMENT 1**); Wildlife Biologist (**ATTACHMENT 2**) and Resource Management Specialist (**ATTACHMENT 3**).

FISCAL IMPACT:

There is no direct fiscal impact associated with approving these job descriptions. Funding, however, has been included in the FY2024-25 budget to fill the positions.

FUNDING SOURCE:

6103-Admin Salaries; 6107-Admin Benefits; 6502-PCM Salaries; 6507-PCM Benefits; 6702-CFD Salaries and 6706-CFD Benefits (**ATTACHMENT 4**)

FUNDING BALANCE:

All funds are available, combined total: \$654,300. NOTE: There are other positions included in the total.

DISCUSSION:

The District intends to hire three newly created positions: Procurement and Contracting Technician in the Administration division; Wildlife Biologist and Resource Management Specialist positions, both supporting the Planning and Conservation Management division, with the latter budgeted in the CFD-Services account. These positions will support the District's growing staffing needs and help us better deliver the services we provide to the public, especially as we embark on the restoration project at Palo Corona Regional Park.

Once approved, staff will begin the recruitment process, in the hopes of hiring these additional staff within the next few months.

RECOMMENDED ACTION:

Staff ask the Board to approve these job descriptions and the hiring to fill these new positions.

ATTACHMENTS:

1. [Procurement and Contracting Technician Job Description](#)
2. [Wildlife Biologist Job Description](#)
3. [Resource Management Specialist Job Description](#)
4. [Salary and Benefits Summary for New Positions](#)