



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
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## MEMORANDUM

**TO:** The Governing Board

**FROM:** Executive Officer

**DATE:** December 18, 2006

**SUBJECT:** **Agenda Item IV: Consideration of resolution establishing position of Assistant to the Executive Officer and establishing the salary thereof.**

Staff Recommendation: That the Governing Board adopt the attached resolution establishing the position of "Assistant to the Executive Officer" and establishing the salary thereof at the level of Assistant Executive Officer as of September 2005.

Background: This has been a difficult position to fill and the salary is controversial within the organization. Therefore the Governing Board is called upon to make the final decision. The salary history of this position (the title of which has waived between executive secretary and staff manager and virtually every designation in between) has varied between the low \$40,000's to almost \$60,000. There has not been successful retention. In recent years the average tenure has been something like six months, each incumbent leaving for a higher salaried position, or else encouraged to leave because of performance issues.

Job specifications: The Executive Officer believes that this position should have both substantive and administrative responsibilities. Essentially an amalgam of the Special Assistant to the Director (\$73,008 *per annum*) and Administrative Assistant II (\$59,964 *per annum*) positions within California State Parks that support the director thereof, the proposed salary of the Assistant to the Executive Officer of \$65,000 *per annum* would be a blended average (at the low end) of such positions.

Why this position is controversial: The Executive Officer references positions within California State Parks to justify the salary proposed, but within the current MRCA salary structure there are long time employees, including Division Chiefs, who make less than what is proposed for the Assistant to the Executive Officer. The Executive Officer responds that inequality of the existing salary structure is acknowledged and

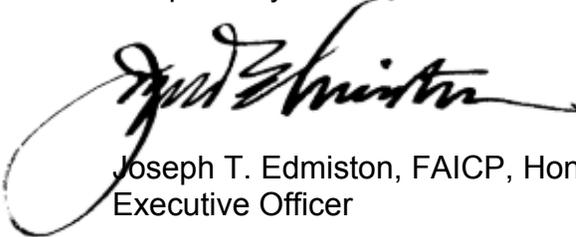
will be dealt with, but that is no reason to block implementation of the appropriate salary for the Assistant to the Executive Officer position that he proposes to fill.

Reasons to fill the Assistant to the Executive Officer (A.E.O.) Position at the Proposed Level: (a) The position is unique in that it must serve in both a substantive and administrative capacity to one of the highest profile executives in land conservation in California; (b) the position requires advanced knowledge of conservation principles and practice beyond that which is typical of administrative personnel in similar positions in routine government service, and (c) it requires interface and substantive contact between senior executives and legislators at the local, county, and state levels.

Consequences of Not Filling the A.E.O. at the proposed level: This is a high-demand position, asking a lower-qualified person to fulfill the duty statement has proven to be a recipe for failure.

Budget Implications: With the passage of Prop. 84 this position can be funded from a combination of bond fund supported and non-bond fund sources through FY 2010-11.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joe Edmiston", with a large, sweeping flourish at the end.

Joseph T. Edmiston, FAICP, Hon ASLA  
Executive Officer