



# TOWN OF FAIRFAX

## STAFF REPORT

### February 2, 2022

**TO:** Mayor and Town Council

**FROM:** Deborah Muchmore, Human Resources Advisor (Consultant)

**SPONSOR:** Adam Politzer, Interim Town Manager

**SUBJECT:** Adopt a Resolution Approving the Classification Specification and Pay Range for Climate Action Coordinator, and Authorize the Interim Town Manager to Update Related Lists, Schedules, and Rosters

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### **RECOMMENDATION**

Adopt a Resolution Approving the Classification Specification and Pay Range for Climate Action Coordinator, and Authorize the Interim Town Manager to Update Related Classification lists, schedules, and rosters.

### **DISCUSSION**

The position of Climate Action Coordinator was approved by Council as part of the FY 2021-2022 budget. Fairfax Town staff collaborated with staff from the Town of San Anselmo to develop a draft classification specification and launch a recruitment for Climate Action Coordinator. A uniquely qualified individual was selected from an impressive pool of candidates. Approval of the attached Resolution will adopt a formal job classification specification for the position and will establish the classification as an “at will”, temporary limited-term, management classification, and exempt from overtime under the Federal Labor Standards Act.

The Climate Action Coordinator leads efforts to organize, manage and implement the GHG emission reduction goals and climate change adaptation plans for the Towns of San Anselmo and Fairfax. The Climate Action Coordinator will combine their expertise in climate action, community organizing, and local policy to achieve the following objectives:

1. Work with Town Departments to set Climate Action Plan Implementation goals in the annual Work Plan and monitor progress quarterly.
2. Research and recommend measures to further the Town’s climate commitments.
3. Develop programs to implement climate actions within the community and identify grant and partnership opportunities on an ongoing basis.

### **Approving a Classification Specification**

Each classification in the Town must have a job specification that clearly and accurately describes the duties and responsibilities of the position. Approval of this Resolution Approves the job classification specification for the approved position of Climate Action Coordinator.

Staff has reviewed the labor universe within the Town and has determined the position is best aligned with the Management employees and is exempt from the overtime provisions of the Federal Labor Standards Act. In addition, the position is classified as “At-Will” and will be appointed as part-time, benefitted, and “At-Will”.

**Cost of the Position**

This is a single position classification meaning only one job position exists in this classification. The base salary for the position was established at \$30.77 per hour or \$60,001.50 per year. The position will serve a limited-term of two years which will be reviewed annually and semi-annually after that to assess outcomes and impacts, and to determine if the position should continue based on funding and workload availability.

To establish a salary range for this position, staff used the starting salary of \$60,001.50 approved at \$60,000 in the FY 2021-2022 budget and divided it by 12 using the resulting amount as Step A. Each subsequent step (B-D) is 5% higher in base pay as reflected below.

Management Salary Table	Step A	Step B	Step C	Step D
Climate Action Coordinator	\$5,000.13	\$5,250.13	\$5,512.64	\$5,788.27

**Amending the Salary Table in Resolution 18-31 Wages and Benefits for Management and Confidential and Part-Time Employees and other related classification and position control lists and pay schedules.**

Adding a new pay range to the Management Employee Group requires amending the salary tables in Resolution 18-31 which establishes the compensation and benefits for the Management and Confidential and Part-Time Employees. Additionally, the publicly available pay schedule and other class lists will need to be amended. Staff will present a separate Resolution amending these pay tables and related classification lists to add the position and pay range for Climate Action Coordinator as reflected above.

**FISCAL IMPACT**

The new Climate Action Coordinator will be appointed to Step A of the new range, effective February 14, 2022. There is no reportable fiscal impact for this position in the current year as the wages for the position were included in the approved Fiscal Year (FY) 2021-2022 budget. Some salary savings will be realized as the position was budgeted for 6 months and will serve for only 4.5 months of the fiscal year. The position is a two-year limited term and will be eligible to receive a 5% increase in the last 4.5 months of the next fiscal year amounting to an increase of approximately 1.84% of salary annualized over the budget year.

**ATTACHMENTS**

Resolution with the job classification attached as Exhibit A

**RESOLUTION 22-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
APPROVING JOB CLASSIFICATION FOR THE CLIMATE ACTION COORDINATOR**

**WHEREAS**, the Fairfax Town Council wishes to create the classification specification and pay range, as shown below, for the approved position of Climate Action Coordinator; and

Management Salary Table	Step A	Step B	Step C	Step D
Climate Action Coordinator	\$5,000.13	\$5,250.13	\$5,512.64	\$5,788.27

**WHEREAS**, the position of Climate Action Coordinator has been determined by staff to be “at will” and exempt from the overtime provisions of the Fair Labor Standards Act; and

**WHEREAS**, staff has conducted a labor universe review and found that the classification best fits in the Unrepresented Management Group; and

**WHEREAS**, the position is established for a limited two-year term which must be assessed annually the first two years and then semi-annually thereafter and may be continued based on funding and workload; and

**WHEREAS**, Resolution 18-31 will be amended in a separate Resolution to include the position title and pay range as described above; and

**WHEREAS**, the Town Council is required to approve any revisions to the Town’s approved list of classifications and pay ranges;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Town Council adopts the Job Classification attached hereto and incorporated herein as Exhibit A.

The foregoing resolution was duly introduced and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 2nd day of February 2022, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Stephanie Hellman, Mayor

Attest: \_\_\_\_\_  
Michele Gardner, Town Clerk

**Exhibit A**

# EXHIBIT A

## TOWN OF FAIRFAX CLIMATE ACTION COORDINATOR Limited Term – 37.5 Hours / Week

### CLASSIFICATION/JOB DESCRIPTION

#### **DEFINITION**

Under direction of the Town Manager, this position leads efforts to organize, manage and implement the GHG emission reduction goals and climate change adaptation plans for the Towns of San Anselmo and Fairfax. The Climate Action Coordinator will combine their expertise in climate action, community organizing, and local policy to achieve the following objectives:

1. Work with Town Departments to set Climate Action Plan Implementation goals in the annual Work Plan and monitor progress quarterly.
2. Research and recommend measures to further the Town's climate commitments.
3. Develop programs to implement climate actions within the community and identify grant and partnership opportunities on an ongoing basis.

#### **DISTINGUISHING CHARACTERISTICS**

This single-position classification is an "At Will", part-time, limited-term position and is employed by the Town of Fairfax as a .5 full-time equivalent (FTE) position and under an interagency agreement for another .5 full-time equivalent providing services to the Town of San Anselmo. You will report to the Town Managers for each assignment and will be responsible to staff and make reports and presentations to town Climate Action Committees during the appointment.

The term of employment is anticipated to be two years and will be assessed semi-annually thereafter based on funding availability and workload. The Climate Action Coordinator position is a combined 37.5 hour a week position, working 50% on behalf of the Town of Fairfax and 50% under an interagency agreement with the Town of San Anselmo. The position is exempt from overtime under the Fair Labor Standards Act, and part of the Unrepresented Management employee group.

#### **SUPERVISION RECEIVED AND EXERCISED**

The position receives administrative direction from the Town Manager. Project direction may be provided for other staff, depending upon the needs of the Town and direction from the Town Manager.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

The Climate Action Coordinator is a part-time position with both internal/operational duties and external/community-facing duties. The balance of these roles will shift as needed to meet goals. Duties may include, but are not limited to, the following:

1. **Internal:** Work with town departments to implement and operationalize Climate Action Plan
  - Work with managers and other key staff members to assess department goals as they relate to the Climate Action Plan.
  - Assist departments in developing action items in the annual work plan.
  - Monitor implementation and track departmental climate goals with quarterly meetings and provide updates to the Town Manager.
  - Monitor for new opportunities for climate, sustainability, and environmental action in municipal policy, infrastructure, and programming.
  - Synthesize key findings to appropriate stakeholders
  - Work with town Sustainability Commissions and the Climate Action Committees to manage and update the Climate Action Plan.
  - Identify and pursue partnerships for programs, collaborations, grant opportunities, and other revenue streams on an ongoing basis.
  
2. **Community-Facing:** Develop programs to support community adoption of climate actions
  - Coordinate or lead public education programs or workshops, working with Library and Recreation departments as appropriate.
  - Manage social media presence to attract and retain followers.
  - Develop weekly assets or blurbs for the Town Manager’s Newsletter.
  - Coordinate with regional partners or programs to publicize or promote events.
  
3. **General Duties:** The following duties serve both internal and external efforts
  - Attend Town meetings on evenings, weekends, and/or holidays as required.
  - Remain current on climate strategies and best practices, attend local and regional meetings to build partnerships, programs, and networks.
  - Compose engaging, accurate, persuasive, and informative reports and presentations to council, boards, and commissions as necessary to align and execute climate action programs, plans, and projects.
  - Perform related duties as assigned.

## **JOB RELATED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Demonstrated understanding in the areas of greenhouse gas emissions reductions, climate change mitigation, and adaptation--particularly at the local and regional scales. Effective research and analytical skills and a strong ability to manage projects and initiatives, including planning, funding, gaining alignment with stakeholders, and building in feedback and evaluation techniques; excellent social media communication skills for educational outreach and marketing; strong computer skills with knowledge of Google or Microsoft Office applications, and general internet, website and social media skills; administrative practices; principles and methods of goal setting and program development/implementation; principles and practices of leadership, motivation,

team building and conflict resolution; principles and practices of community building and civic engagement.

**Ability to:**

Analyze a variety of administrative and organizational problems and to make sound policy and procedural recommendations; work independently on a variety of assigned tasks; establish and maintain cooperative and effective working relationships with town staff across departments, town managers and department heads, interagency government entities, members of Council, various town boards and commissions and other external groups, and the community; develop and maintain positive public relations with emphasis on customer service; interpret and explain in plain language regulations, policies and procedures; maintain a can-do attitude and a collaborative nature; sustain a track record of “getting the job done”.

**Skill to:**

Communicate well both in writing and orally and must be proficient in the use of office computers and Microsoft Office software applications; type or enter data at a speed sufficient for successful job performance; and operate a variety of modern office equipment, hardware, and software.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience**

- Any combination of education and experience that has provided the required knowledge, skills, and abilities necessary for the position. Minimum requirements include a degree in Environmental Science or Environmental Studies, or an equivalent program with a focus on climate, environment, planning, or policy; or demonstrable professional experience working in environmental or planning fields.
- Excellent organizational skills, strong written and verbal communication skills, and excellent diplomacy and professionalism.
- Demonstrated project or program management experience.
- Experience in a municipal environment is an asset.
- Passion for inspiring climate action at the local level is an asset.

**MONTHLY SALARY RANGE:**

Salary range and benefits are pursuant to the adopted Management Resolution.

Adopted:

Resolution #

Last updated:

FLSA: Exempt