



TAMALPAIS COMMUNITY SERVICES DISTRICT

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ATTACHMENT A

RESOLUTION NO. 2025-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB TITLE FOR EVENTS AND COMMUNICATION SPECIALIST CLASSIFICATION AND REVISION TO TCSD FY24-25 SALARY SCHEDULE

WHEREAS, periodic review of job descriptions and classifications is a recommended best practice of local government; and

WHEREAS, the process of review provides an opportunity to ensure that current job descriptions and classifications match the work being done by employees and that those duties meet the current needs of the organization; and

WHEREAS, District management staff contracted with Municipal Resources Group (MRG) to review the Events and Communications Coordinator classification; and

WHEREAS, based on its analysis MRG recommends that TCSD retitle the classification from Events and Communications Coordinator to Events and Communications Specialist (ECS) because the new classification title better describes and encompasses the full scope of the position; and

WHEREAS, MRG conducted a salary survey of comparable agencies as well as an internal equity analysis to determine the correct salary range/placement for the ECS position; and

WHEREAS, based on its internal equity analysis, MRG determined that the ECS salary range would be most appropriately aligned internally with the Senior Parks Maintenance Worker classification for the purpose of establishing a fair and equitable salary within TCSD as well as recognize comparable responsibilities of the classifications; and

WHEREAS, the equity adjustment requires revisions to the District's adopted salary schedule for the ECS position.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District authorizes the General Manager to takes the following actions:

- 1) Retitle the classification/job description from Events and Communications Coordinator to Events and Communications Specialist.
- 2) Revise the adopted FY24-25 TCSD salary schedule to align the Events and Communications Specialist salary range with the Senior Parks Maintenance Worker salary range.
- 3) These revisions are effective January 11, 2025 (i.e., first full pay period in January)

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 15th day of January 2025 by the following vote:

AYES: 5 (S. Bartschat, J. Brown, J. Jacobs, S. Levine,
m. McMahon)

NAYS: 0

ABSENT: 0



Steffen Bartschat, President

ATTEST:



Secretary, Tamalpais Community Services District

Attachment B: List of Comparator Agency

Corte Madera, Town of
Larkspur, City of
Las Gallinas Valley Sanitary District
Marin, County of
Marinwood Community Services District
Mill Valley, City of
Novato Sanitary District
Ross Valley Sanitary District
San Anselmo, Town of
Sausalito-Marín City Sanitary District
Sausalito, City of
Strawberry Recreation District
Tamalpais Community Services District