

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Faltings and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager  
Megan Shannon, Human Resources Officer  
Jill Kirk, Community Services Manager

DATE: January 26, 2022

SUBJECT: **New Job Classification and Salary Range: Natural Resources Ranger**

COMMITTEE: Personnel Committee recommended approval (November 9, 2021)

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**RECOMMENDATION:** That the Board of Directors adopt Resolution No. \_\_\_\_\_, establishing a new classification and salary range for a Natural Resources Ranger.

**PURPOSE:** To address various organizational needs while simultaneously creating additional growth opportunities.

**Effective:** Immediately

**Highlights:**

1. **Open Space Natural Resources Ranger:** As programs reopen, the Open Space Department seeks an expert in Natural and Cultural Resource Management, evaluating program curriculum and managing outreach to the community in regard to open space resources. While there is currently some expertise in the department, the recent departure of a Supervising Ranger who had been considered the program leader has left a void. Rather than recruiting for a replacement for the Supervising Ranger who functions as a generalist, the department has identified the need to hire a Natural Resources Ranger who specializes in Natural and Cultural Resource Management and who can advise other employees who are working on projects that will have an impact on those resources.
2. The Natural Resources Ranger will also be responsible to evaluate and comment on CEQA documents that are in need of review for the Open Space units.
3. The Natural Resources Ranger will be the Open Space liaison to other resources agencies.

**ATTACHMENTS:**

Natural Resources Ranger Job Description & Salary Range  
Draft Resolution

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## NATURAL RESOURCES RANGER

### SUMMARY

Under direction, performs a variety of duties involving the enforcement of land use laws and regulations. Performs a variety of routine general maintenance for District parks and open space areas and facilities; ensures areas and facilities are available for use and consistently maintained in a safe and clean condition. Provides a wide range of activities in the management, enhancement, and protection of the District's natural and cultural resources; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff and volunteers.

### DISTINGUISHING CHARACTERISTICS

The Natural Resources Ranger is responsible for performing duties involving the enforcement of land use laws and regulations, performing general maintenance tasks, and providing resources and information to patrons. This position is expected to perform a range of professional and technical resource management work, including coordinating natural and cultural resource management programs and conducting studies and field observations to assess the status of natural and cultural resources. Performance requires ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Field Supervising Ranger in that the latter serves in a lead capacity over Open Space and is responsible for performing the more complex work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of duties involving the enforcement of land use laws and regulations.
2. Coordinates projects and programs involved in the management, enhancement, and protection of the District's natural and cultural resources by assessing their status through field observation and research.
3. Patrols assigned area to ensure safe and proper use of park and open space areas and facilities.
4. Performs a variety of routine general maintenance for District parks and open space areas and facilities; ensures areas and facilities are available for use and consistently maintained in a safe and clean condition.
5. Implements, monitors, and enforces relevant laws, rules, regulations, policies, and procedures; issues verbal warnings or citations.
6. Performs resource management tasks, including, but not limited to, identifying, controlling, and removing invasive plants and animals, and identifying habitat concerns; installs habitat enhancement features.
7. Conducts research and gathers information regarding site conditions; surveys field sites for flora, fauna, and other wildlife; assists in the development and implementation of resource management restoration plans for specific areas and preserves.
8. Provides technical assistance on assigned resource management projects.
9. Operates and maintains a variety of vehicles, tools, and equipment, such as, emergency patrol vehicles, enforcement tools and restraining devices, power saws, brush cutters, sprayers, mowing tractors, all-terrain vehicles, and various tools required for enforcement, patrol, construction, and maintenance duties.
10. Adheres to fire prevention policies; provides support for controlled burns and various emergency services, such as wildland fire suppression, search and rescue, and medical response; controls traffic and monitors affected areas to ensure the safety of the public and staff as needed.
11. Cares for animals used in interpretive programs, including feeding, cage cleaning, and health monitoring; captures sick or injured animals for transportation to wildlife rehabilitation facilities; facilitates euthanasia for fatally wounded or ill animals; relocates potentially hazardous wildlife; disposes of dead animals.
12. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
13. Attends trainings, workshops, and classes related to job duties.
14. Assists with District special events as needed.
15. Performs related duties as assigned.



# NATURAL RESOURCES RANGER

## QUALIFICATIONS

### Education and Experience:

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework in ecology, biology, wildlife, or a related field;

**AND**

- Two years of relevant experience in evaluating, surveying, or monitoring of natural resource systems.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### Knowledge of:

- Principles, practices, and procedures of park law enforcement, emergency medical response, fire suppression and prevention, and search and rescue.
- Principles and practices of resource management, including weed management and habitat restoration.
- Safe and proper use of equipment and devices used in enforcement activities, such as pepper spray or other chemical agents, batons, and restraining devices.
- Methods and techniques used in the operation, repair, and maintenance of park and open space areas and facilities.
- Operational characteristics of a variety of tools and equipment.
- Occupational hazards and standard safety practices.
- Basic wildlife, vegetation, and geographic features found in District parks.
- Relevant natural and cultural history.
- Outdoor recreation skills related to camping, biking, hiking, and horseback riding.
- Methods and techniques of wildland resource protection and restoration.
- Local wildlife, flora, and fauna in assigned geographic locations.
- Methods and techniques of capturing and transporting domestic and wild animals, as well as their care and maintenance.
- Relevant laws, rules, regulations, policies, and procedures.
- Principles and practices of recordkeeping.
- Principles and practices for providing high level of customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications.

### Ability to:

- Perform emergency medical aid, fire suppression, search and rescue, and other response and prevention activities.
- Perform a variety of general maintenance and repair work.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Provide natural, cultural, and historical interpretive programs.
- Speak effectively in public.
- Safely and effectively use, operate, and maintain tools and equipment.
- Read, interpret, and apply technical information from maps, manuals, drawings, specifications, layouts, blueprints, and schematics.
- Maintain accurate records and reports.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



## NATURAL RESOURCES RANGER

### Licenses and Certifications:

- At time of appointment, and maintained throughout employment possession of:
  - California Driver's License, with a satisfactory driving record,
  - American Red Cross First Aid, CPR, and AED certification,
- Completion within one year of hire and maintain certification throughout employment:
  - Emergency First Responder or higher certification,
  - Basic Wildland Firefighting certification.

### PHYSICAL DEMANDS

Must possess: mobility to work in various parks and open space areas; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to a variety of plant and animal species. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### WORKING CONDITIONS

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

### PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

### CLASSIFICATION DETAILS/HISTORY

Job Code: TBD

FLSA Status: Non-Exempt

Supersedes: NEW

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Livermore Area  
Recreation and Park District  
*An independent special district*

## Salary Schedule - FY 21/22

Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5
<b>ADMINISTRATION</b>						
Assistant General Manager	70	\$ 67.74	\$ 71.12	\$ 74.68	\$ 78.42	\$ 82.33
Business Services Manager	69	\$ 66.09	\$ 69.39	\$ 72.86	\$ 76.50	\$ 80.33
Executive Assistant to the General Manager	52	\$ 43.43	\$ 45.60	\$ 47.89	\$ 50.29	\$ 52.81
Front Office Coordinator	38	\$ 30.75	\$ 32.29	\$ 33.90	\$ 35.60	\$ 37.38
Administrative Assistant	36	\$ 29.26	\$ 30.72	\$ 32.26	\$ 33.87	\$ 35.57
Administrative Aide	33	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03
Senior Office Assistant	25	\$ 22.31	\$ 23.42	\$ 24.59	\$ 25.83	\$ 27.12
Office Assistant	9	\$ 15.00	\$ 15.76	\$ 16.54	\$ 17.37	\$ 18.24
Intern		\$ 15.00				\$ 20.00
<b>ACCOUNTING &amp; FINANCE</b>						
Finance Officer	54	\$ 45.62	\$ 47.91	\$ 50.31	\$ 52.83	\$ 55.47
Accounting Supervisor	50	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.26
Accountant	46	\$ 37.45	\$ 39.33	\$ 41.30	\$ 43.36	\$ 45.53
Procurement and Contract Specialist	44	\$ 35.65	\$ 37.43	\$ 39.31	\$ 41.28	\$ 43.34
Payroll Technician	41	\$ 33.11	\$ 34.76	\$ 36.50	\$ 38.32	\$ 40.24
Accounting Assistant	33	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03
<b>HUMAN RESOURCES</b>						
Human Resources Officer	52	\$ 43.43	\$ 45.60	\$ 47.89	\$ 50.29	\$ 52.81
Human Resources Analyst	48	\$ 39.35	\$ 41.32	\$ 43.39	\$ 45.56	\$ 47.84
Human Resources Technician	41	\$ 33.11	\$ 34.76	\$ 36.50	\$ 38.32	\$ 40.24
<b>COMMUNITY SERVICES</b>						
Community Services Manager	66	\$ 61.37	\$ 64.44	\$ 67.67	\$ 71.05	\$ 74.60
<b>COMMUNITY OUTREACH</b>						
Community Outreach Supervisor	50	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.26
Volunteer Coordinator	33	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03
<b>OPEN SPACE</b>						
Field Supervising Ranger	50	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.26
Open Space Interpreter	43	\$ 34.78	\$ 36.53	\$ 38.35	\$ 40.27	\$ 42.28
Natural Resources Ranger	43	\$ 34.78	\$ 36.53	\$ 38.35	\$ 40.27	\$ 42.28
Park Ranger	41	\$ 33.11	\$ 34.76	\$ 36.50	\$ 38.32	\$ 40.24
Naturalist	30	\$ 25.23	\$ 26.50	\$ 27.83	\$ 29.21	\$ 30.67
Park Ranger Aide						\$ 23.42
<b>YOUTH SERVICES</b>						
Youth Services Administrator	54	\$ 45.62	\$ 47.91	\$ 50.31	\$ 52.83	\$ 55.47
Youth Services Coordinator	36	\$ 29.26	\$ 30.72	\$ 32.26	\$ 33.87	\$ 35.57
Enrollment Eligibility Specialist	33	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03
Lead Teacher	30	\$ 25.23	\$ 26.50	\$ 27.83	\$ 29.21	\$ 30.67
Teacher	21	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.39	\$ 24.56
Senior Program Leader	20	\$ 19.72	\$ 20.71	\$ 21.75	\$ 22.84	\$ 23.98

Associate Teacher	14	\$ 16.99	\$ 17.84	\$ 18.73	\$ 19.67	\$ 20.64
Program Leader	9	\$ 15.00	\$ 15.76	\$ 16.54	\$ 17.37	\$ 18.24
<b>PARKS &amp; FACILITIES</b>						
Parks and Facilities Manager	60	\$ 52.92	\$ 55.56	\$ 58.33	\$ 61.25	\$ 64.31
<b>FACILITY MAINTENANCE</b>						
Facility Maintenance Field Supervisor	46	\$ 37.45	\$ 39.33	\$ 41.30	\$ 43.36	\$ 45.53
Pool Maintenance Specialist	40	\$ 32.30	\$ 33.92	\$ 35.61	\$ 37.39	\$ 39.26
Senior Facilities Maintenance Technician	39	\$ 31.52	\$ 33.10	\$ 34.75	\$ 36.49	\$ 38.31
Facilities Maintenance Technician	31	\$ 25.87	\$ 27.16	\$ 28.52	\$ 29.95	\$ 31.45
<b>PARK MAINTENANCE</b>						
Park Supervisor	50	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.26
Park Maintenance Field Supervisor	46	\$ 37.45	\$ 39.33	\$ 41.30	\$ 43.36	\$ 45.53
Park Foreman	42	\$ 33.94	\$ 35.63	\$ 37.41	\$ 39.28	\$ 41.25
Mechanic	43	\$ 34.78	\$ 36.53	\$ 38.35	\$ 40.27	\$ 42.28
Park Maintenance Technician II	36	\$ 29.26	\$ 30.72	\$ 32.26	\$ 33.87	\$ 35.57
Park Enhancement Coordinator	32	\$ 26.51	\$ 27.84	\$ 29.22	\$ 30.68	\$ 32.21
Park Maintenance Technician I	26	\$ 22.87	\$ 24.01	\$ 25.21	\$ 26.48	\$ 27.81
Park Worker	16	\$ 17.86	\$ 18.76	\$ 19.70	\$ 20.69	\$ 21.72
Park Enhancement Aide						\$ 15.76
<b>RECREATION</b>						
Recreation Department Manager	60	\$ 52.92	\$ 55.56	\$ 58.33	\$ 61.25	\$ 64.31
Recreation Supervisor	50	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.26
Recreation Coordinator	33	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03
Recreation Leader III						\$ 20.71
Recreation Leader II						\$ 18.29
Recreation Leader I						\$ 15.76
<b>AQUATICS</b>						
Aquatics Coordinator	36	\$ 29.26	\$ 30.72	\$ 32.26	\$ 33.87	\$ 35.57
Aquatics Lead	21	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.39	\$ 24.56
Lifeguard II						\$ 17.40
Lifeguard I						\$ 15.76
<b>FACILITY OPERATIONS</b>						
Senior Facility Attendant	19	\$ 19.24	\$ 20.20	\$ 21.21	\$ 22.27	\$ 23.38
Facility Attendant						\$ 15.76



**THE BOARD OF DIRECTORS  
OF THE  
LIVERMORE AREA RECREATION AND PARK DISTRICT**

**RESOLUTION NO. 2735**

**A RESOLUTION APPROVING THE NEW JOB CLASSIFICATION  
AND SALARY RANGE FOR NATURAL RESOURCES RANGER**

*BE IT RESOLVED*, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that the new job classification and salary range for Natural Resources Ranger is hereby approved.

*ON MOTION* of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted this 26<sup>th</sup> day of January, 2022 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

Approved this 26<sup>th</sup> day of January, 2022

\_\_\_\_\_  
Maryalice Faltings  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Mathew L. Fuzie  
General Manager  
and ex-officio Clerk to the Board of Directors