

**Sacramento Metropolitan
Air Quality Management District**

For Agenda of April 28, 2005

To: Members, Board of Directors

**From: Larry Greene
Air Pollution Control Officer**

**Subject: Request to Reclassify Senior Marketing and Communications
Specialist Position to Program Coordinator Position**

Recommendation

Staff recommends that the Board approve reclassification of the existing approved Senior Marketing and Communications Specialist position to a Program Coordinator position effective May 1, 2005.

Background

It is anticipated that the District will continue to require the Community Education Office to provide major support for District and regional programs. These include the Spare The Air program as well as new program areas such as support for SACOG outreach efforts for the Blueprint project, and a community outreach role regarding naturally occurring asbestos. The Senior Marketing and Communications Specialist position has supervised the work of two Assistant/Associate Marketing and Communications Specialist positions and has had responsibility for management of major District outreach contracts. This work is consistent with that of a Program Coordinator position.

Next Steps

The Senior Marketing and Communications Specialist position is currently vacant. Upon Board approval of this request, staff will recruit and seek to hire at the Program Coordinator level. The Senior level position will be eliminated from the list of positions proposed in the FY2005/06 District budget.

Fiscal Impact

In the event the new Program Coordinator position is filled in the current fiscal year, sufficient funds are available from salary savings to defray the additional salary expense associated with hiring at the higher level. Funds will be budgeted in FY2005/06 for this cost. The hourly pay rate for the entry step of the Program Coordinator classification is slightly more than five per cent above the highest pay step for the Senior Marketing and Communications Specialist.

Respectfully submitted,

Larry Greene
Air Pollution Control Officer

