

**SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT**

For Agenda of March 24, 2005

To: Board of Directors
Sacramento Metropolitan Air Quality
Management District

From: Larry Greene, Air Pollution Control Officer

Subject: REQUEST FOR AUTHORIZATION TO INCREASE PART-TIME
COMMUNICATIONS AND MARKETING SPECIALIST POSITION
FTE BY TEN HOURS PER WEEK

Recommendation

Staff recommends that the Board approve this request to increase the hours of a part-time Communications and Marketing Specialist from 24 hours to 34 hours per week, a 10-hour-per-week increase.

Background

The Community Education Office currently has three approved positions:

1. Sr. Communications and Marketing Specialist (full time)
2. Communications and Marketing Specialist (full time)
3. Communications and Marketing Specialist (part time – 24 hours per week)

With the March 11 departure of the incumbent Senior Communications and Marketing Specialist, staff immediately developed a plan to ensure continued smooth operation of the Community Education Office throughout the 2005 summer smog season.

The plan includes increasing the work hours of the part-time Communications and Marketing Specialist position by ten hours per week, to a near-full-time total of 34 hours per week.

Crocker/Flanagan, recently awarded the District's new outreach contract, is actively engaged with staff in the planning process for the summer smog season campaign.

The District has also taken steps to bring in a part-time communications student intern to assist CEO staff with routine daily tasks during the summer smog season.

The Community Education Office is part of the District's Strategic Planning Division. The Division Manager and Executive Officer will review the classification specifications for the Senior Communications and Marketing position to ensure that they reflect the future needs of the District prior to embarking on a recruitment process for that position.

Fiscal impact

This position was budgeted as 0.6 FTE in the FY2004/05 budget at a loaded cost of \$37.63 per hour. Additional cost associated with increasing to 0.85 FTE is estimated at \$5,304.40 for the remainder of the current fiscal year, funded by salary savings. If approved by the Board, the position will be budgeted at 0.85 FTE in FY 2005/06.

Respectfully submitted,

Larry Greene
Executive Officer