



# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** Request Approval to Reclassify the Watershed Resources Manager Position to Director of Watershed Resources  
**From:** Ben Horenstein, General Manager  
**Meeting Date:** January 23, 2024

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**TYPE OF ACTION:**     X     Action                             Information                             Review and Refer

**RECOMMENDATION:** Authorize the General Manager to reclassify the Watershed Resource Manager position to Director of Watershed Resources


**SUMMARY:** Reclassification of the Watershed Resources Manager position to that of Director of Watershed Resources provides an opportunity to utilize the exceptional internal program management talent to continue to manage the highly complex watershed programs and to transform the Employee Safety and the Emergency Response programs from programs that meets compliance to model programs in the water industry.

**DISCUSSION:** The District’s Watershed Division administers programs and projects that are foundational to the District’s ability to maintain high quality drinking water and to protect over 18,000 of watershed lands. The Director of Watershed Resources position will continue to provide administrative oversight and policy direction over watershed maintenance, environmental compliance, fisheries restoration and monitoring, natural resources protection, wildfire mitigation efforts, the Ranger program, visitor services, and the grant administration program. In addition to these duties, the Watershed Resources Director will take on new responsibilities overseeing the management of the District’s Employee Safety program and the District’s Emergency Response program. The expanded job duties will allow the District to utilize existing staff resources to proactively refine the safety programs, ensuring the well-being of the workforce. While incorporating emergency response planning to help the District refine programs to ensure operational resiliency and adaptability in the face of unforeseen events. The Watershed Resources Director will play a pivotal role in developing and implementing emergency response plans, coordinating with relevant agencies, and conducting regular drills to ensure a swift and effective response in case of emergencies. These additional responsibility, and the broader scope required to effectively manage these programs and the elevated activities are comparable to the scope and responsibility of other District Division Directors. Furthermore, this reclassification would align the Watershed Division with the organizational structure of other divisions within the District.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** The position is budgeted and has an annual salary at Step 5 of \$261,864. The annual fiscal impact is \$55,368; this amount represents the difference in salary between the Watershed Resources Manager and the Director of Watershed Resources. Reclassifying this position will not increase the number of budgeted Full Time Equivalents (FTEs).

**ATTACHMENT(S):** None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Office of the General Manager	_____	
	<b>Ben Horenstein</b> General Manager	<b>Ben Horenstein</b> General Manager