



# CITY OF SAN MATEO

City Hall  
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## Agenda Report

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Agenda Number: 12

Section Name: {{section.name}}

Account Number: 10-2311

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**TO:** City Council

**FROM:** Drew Corbett, City Manager

**PREPARED BY:** Human Resources Department

**MEETING DATE:** September 19, 2022

**SUBJECT:**

Community Development Department and Department of Parks and Recreation – Job Specification Updates

**RECOMMENDATION:**

Adopt a Resolution to approve the revisions to the job specification for the classification of Managing Arborist for both departments.

**BACKGROUND:**

On June 20, 2022, the City Council approved the addition of 1.0 FTE Managing Arborist position in Community Development Department (CDD). The classification of Managing Arborist was originally established for the Department of Parks and Recreation.

In CDD, the role of the position is to develop and maintain programs to support the department's tree protection services, ensure private developments comply with state and local tree requirements, act as a liaison between CDD and other departments as it relates to tree matters, monitor the City's tree requirements for private development, develop and maintain outreach materials for customers, identify and execute code updates needed for efficiency and consistency, and manage and adapt CDD's tree programs for maximum efficiency.

Consequently, CDD requests to revise the job specification of the classification of Managing Arborist to include the duties to be performed in CDD. Additionally, the Department of Parks and Recreation requests to update the job specification to show that the incumbent in the position receives direction from the Parks and Recreation Director.

**BUDGET IMPACT:**

There is no budget impact associated with the revisions to the job specification for the classification of Managing Arborist.

**ENVIRONMENTAL DETERMINATION:**

The job specification revision is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Proposed Resolution

Exhibit A - Job Specification

Att 2 - Job Specification with Tracked Changes

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