

OHMVR Division Transition Plan

Current State

Operating under the authority of the Director of the Department of Parks and Recreation (DPR), The Off-Highway Motor Vehicle Recreation (OHMVR) Division is managed directly by a Deputy Director. The OHMVR Division has state-wide responsibility for Off-Highway Vehicle (OHV) policy. Program areas include Administration, OHV Local Assistance, Planning and Resources, Law Enforcement and Interpretation/Education. The OHMVR Division main duties and responsibilities are derived from the statutory language contained in the Off-Highway Motor Vehicle Recreation Act of 2003 (Public Resources Code (PRC) 5090.30 – 5090.39).

The OHMVR Division achieves these statutory directives through the management and implementation of:

- the nine State Vehicular Recreation Areas (SVRAs),
- a highly successful and beneficial OHV Local Assistance or Grants Program,
- the motorized component of the Federally funded Recreational Trails Program,
- Statewide OHV Education/Outreach Programs,
- OHMVR Commission meeting and tours, and
- Statewide OHV Law Enforcement Training and deployments.

New State

The Operational Transition Plan (OTP) supports maintaining the OHMVR Division as a Division within the DPR and continuing its expertise of and responsibility for OHMVR programs throughout California.

The OHMVR Division continues to have the statutory duties and responsibilities described in Off-Highway Motor Vehicle Recreation Act of 2003 (PRC 5090.30 – 5090.39). The new organizational structure will allow the Division to more efficiently and effectively achieve these goals through close coordinating partnerships with the rest of DPR. The OTP will allow DPR to leverage the expertise within the OHMVR Division in areas such as grant tracking and marketing.

Management, maintenance, administration, and operation of the SVRAs remains a statutory duty of the OHMVR Division (PRC 5090.32(b)). The OTP describes that the SVRAs will be included in the park and recreation services districts along with other park units based on geographic location. OHMVR Division will work directly with the Park and Recreation Services Division on SVRA management and operations and will maintain the lead role in OHV policy and program implementation. Any decisions that

impact OHV recreation policy, operations and/or management will be vetted and approved through the OHMVR Division. This will embed the SVRAs recreation focus throughout DPR and serve to strengthen DPRs commitment to recreation at all park units.

The OHMVR Division Natural Resource Program retains natural resources program management. The OHMVR Natural Resources program will be closely coordinating with the DPR Natural Resources Program to implement specific projects and programs. Assistance from the DPR Natural Resources Program will be crucial in determining *best available science* in compliance with new statutory requirements in SB 249.

The OHMVR Division Grant program retains OHV Grants Program management. OHMVR Division Grant staff will be coordinating closely with other DPR Grant Programs, like the Division of Boating and Waterways, to achieve efficiencies on community engagement and grant award processes.

The benefits of this new organizational approach include efficiencies through combining redundant operations within DPR (i.e. graphic design, planning and heavy equipment management) and imprinting the best qualities of the OHMVR Program throughout DPR.

Transition - Current to New

The proposed OHMVR Division Organizational Chart is included as an attachment to this Plan.

Functions Remaining in (Unit/Division)

The OHMVR Division continues to have the statutory duties and responsibilities described in Off-Highway Motor Vehicle Recreation Act of 2003 (PRC 5090.30 – 5090.39). They will be achieved in close coordinating partnership with DPR and directly through the following OHMVR Division Staff:

Executive Level - Policy Compliance – OHMVR Commission Support

- Deputy Director of OHMVR Division (1)
- OHMVR Division Chief (1)
- Administrative Assistant (1)

OHV Grants Program and RTP (Motorized) Grants Program Management

- Senior Parks and Recreation Specialist (1)
- Staff Parks and Recreation Specialist (1)
- Associate Parks and Recreation Specialist (4)
- Associate Governmental Program Analyst (5)
- Office Assistant (1)

OHV Resource Compliance

- Environmental Program Manager I (1)

- Senior Park and Recreation Specialist (1)
- Senior Environmental Scientist (PI) (1)
- Environmental Scientist (2)
- Environmental Scientist (PI) (1)

OHMVR Division Administration

OHMVR Division Administration will continue to provide support by performing contract generation and management, specialized procurement, budgetary recommendations, tracking and reporting on the Off Highway Vehicle Trust Fund, sales of State Park, Snow Parks and OHV passes, timekeeping and local support of human resource functions for personnel located at the OHMVR Division offices.

- Staff Services Manager II (1)
- Associate Park and Recreation Specialist (PI) (1)
- Associate Governmental Program Analyst (3)
- Staff Services Analyst (2)
- Management Services Technician (2)
- Office Technician (1)
- Office Assistant (1)

Law Enforcement and Local Assistance

- State Park Superintendent IV (1)
- State Park Superintendent III (1)
- State Park Superintendent II (1)
- State Park Peace Officer (2)
- Park and Recreation Specialist (1)
- Training Officer (1)

The new state will reflect the following:

The OHMVR Division Interpretation and Education staff will be integrated into DPR's Interpretation and Education Program, this will embed the OHMVR Division's recreation and land stewardship focus throughout DPR's interpretation and education programs and serve to strengthen DPR's commitment to recreation.

- State Park Interpreter III (1)
- State Park Interpreter I (1)

The OHMVR Division graphic design services will be integrated into the Communications and Marketing Division.

- Associate Parks and Recreation Specialist (1)

The OHMVR Division equipment acquisition and management services will be combined with DPR's Mobile Equipment Management Office (MEMO) within the Facilities and

Development Program. Management of the Over Snow Vehicle (OSV) snow grooming program will also reside with MEMO.

- Park Maintenance Chief II (1)
- Associate Park and Recreation Specialist (1)

The OHMVR Division planning services will be combined with the new Strategic Planning and Recreation Services Division. Providing a unified statewide approach to acquisitions, land use planning and defensive planning.

- Associate Park and Recreation Specialist (1)

The OHMVR Division cultural resources management services will be combined with DPR's Cultural Resources Program. Providing a unified approach to the care and conservation of the State's unique and special cultural resources.

- Associate State Archeologist (1)

Description of Incorporated Unit/Functions Integrated

none

Human Resource Needs - Identify Classification/Position that will be Affected:

- State Park Interpreter III (1) – change in supervisory chain
- State Park Interpreter I (1) – change in supervisory chain
- Associate Parks and Recreation Specialist (1) – transferred to Communications and Marketing as a vacancy
- Park Maintenance Chief II (1) – change in supervisory chain
- Associate Park and Recreation Specialist (1) – change in reporting location and change in supervisory chain
- Associate Park and Recreation Specialist (1) – change in duties and supervisory chain, Strategic Planning and Recreation Services Division
- Associate State Archeologist (1) - change in reporting location and change in supervisory chain

Operational Needs

Remaining as close coordinating partners and retaining ultimate OHV policy authority, the OHMVR Division would transfer the following projects/programs:

- OSV (snow grooming) program management to Mobile Equipment Management Office (MEMO)
- SVRA General Planning (and other OHV related planning) Services to Strategic Planning and Recreation Services Division
- SVRA equipment acquisition/management to MEMO
- OHV outreach and education to DPR's Interpretation and Education Program
- SVRA day-to-day management to the Park and Recreation Services Division

- OHMVR cultural resources program to DPRs Cultural Resources Program

The OHMVR Division maintains direct management responsibility over the Off-Highway Vehicle Trust Fund. This entails detailed examination of all expenditures from the OHV Trust fund, down to the individual staff members or pieces of equipment.

Implementation Training Needs

None

Anticipated Transition Schedule

Transition activities for the OHMVR Division are ongoing. OHMVR Division Administration staff are tracking position changes and transfers.

2018 – 2019: Continue transition actions at OHMVR headquarters and development of close coordinating channels between OHMVR Division and all other DPR Divisions.

Deliverables/milestones:

of completed SVRA planning projects
of OSV contracts executed and managed
of OHV outreach events/public contacts, conducted as part of the DPR interp. and education

2018 – 2019: Continue transition of SVRA units into Park and Recreation Service Districts and development of close coordinating partnership between OHMVR Division and Park and Recreation Services Division.

Deliverables/milestones:

of completed SVRA special events
of updated SVRA WHPPs
of SVRA staff vacancies filled through new District structure

2018 - ongoing:

OHMVR Division continues direct management responsibility over the Off-Highway Vehicle Trust Fund. This entails detailed examination of all expenditures from the OHV Trust fund, down to the individual staff members or pieces of equipment.

Deliverables/milestones:

Annual budget reports to the OHMVR Commission

New Positions

None

Next Steps

As DPR works through the specific transition activities, the Organizational Structure Opportunities Project will be monitored by the director and chief deputy director through regular executive staff meetings. The department will identify priorities, appropriate sequencing of changes and other interdependencies. This effort will include engagement of external stakeholders as the changes are analyzed and rolled out.

Continued communication between Divisions that will now have an OHMVR component will be key in the continued success of these programs. The Deputy Director for the OHMVR Division will continue to serve as the program manager for all OHV-related issues and therefore, this position will be responsible to ensure there are no communication gaps. A process will be established regarding the manner in which OHV-related programmatic decisions are approved through the Deputy Director of OHMVR, the Chief Deputy Director and Director prior to implementation by other Divisions.

**OFF- HIGHWAY MOTOR VEHICLE
DIVISION**

PROPOSED DRAFT

