



# Memorandum

**TO: Rules Committee**

**FROM:** Sara L. Hensley  
Mark Danaj

**SUBJECT: FAMILY CAMP MANAGER  
SELECTION PROCESS**

**DATE:** March 9, 2004

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Approved

Date

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PRNS has requested that Employee Services coordinate the selection process for Family Camp Manager. Employee Services will be developing rating criteria and interview questions, conduct rater training for the interview process and perform reference checks. A panel of outside raters consisting of two directors of Bay Area family camps and a Sector Superintendent from the State Park system has been scheduled to conduct interviews on the morning of March 12, 2004. The four finalist candidates have been notified of the date and interview time.

Based on the results of this process, Employee Services will recommend one or two top candidates to the Director of PRNS for final selection.

In addition, Sara Hensley and Julie Mark met with Ralph Occhipinti, President, Friends of Family Camp, to discuss how we can better communicate a more clear definition of duties and responsibilities and to develop an agreed upon workplan/schedule for the upcoming season.

A meeting with other concerned Friends of Family Camp followed the meeting with Ralph, in which Julie Mark and other PRNS staff answered questions, concerns and discussed strategies for working toward a better relationship.

An official audit of Family Camp by the City Auditor's Office has also been requested by Sara Hensley.

Sara L. Hensley  
Director, Parks, Recreation and  
Neighborhood Services

Mark Danaj  
Director, Employee Services