

**NOTICE OF REVISION/CHANGE**

TO

POLICY AND PROCEDURE MEMORANDUM #67

SUBJECT: PARK LEVELING

TO: POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 22, 2002

**REVISION DATE: NOVEMBER 5, 2003**

This revision includes the addition of preservation areas and historical sites leveling along with the addition of information regarding a site if downgraded.

The current PPM is to be replaced in its entirety by this revised issue.

  
ASSISTANT SECRETARY

This is revision No. 1 to this PPM with an original effective date of November 22, 2002.

**IMPORTANT:**

Insert this revision notice in PPM file preceding all other information on this subject to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 67

SUBJECT: PARK LEVELING

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 22, 2002

POLICY:

An evaluation of each recreation site and historic site and their associated managerial positions will be determined by an established set of criteria set forth herein to determine the level of the site within the State Parks system.

The level of each site is based on the complexity as determined by the site evaluation.

PROCEDURE:

- A. The criteria for the site leveling evaluation will include acreage, visitation, employees, facilities, services, and programs.
- B. A different weighted site leveling evaluation will be used to evaluate the recreational sites and historic sites operated by the Office of State Parks. Each site leveling evaluation reflects the different purposes and goals of the recreational sites and historic sites.
- C. A factor level is determined for each criteria on the site leveling evaluation. The criteria factors are assigned a weighted point value. The total point value of all criteria factors equals 100 points or 100%.
- D. The total points or percentage which will establish the level of the site will be according to the following chart:

Recreational & Preservation Areas	
LEVEL:	Points/Percentage
I	31% to 55% 31 to 55 points
II	56% to 79% 56 to 79 points
III	80% to 100% 80 to 100 points

Historical Sites	
LEVEL:	Points/Percentage
I	31% to 55% 31 to 55 points
II	56% to 79% 56 to 79 points
III	80% to 90% 80 to 90 points
IV	91% to 100% 91 to 100 points

- E. Each site level is assigned a corresponding managerial series title as follows:

I	Recreation Area Manager I or Historic Site Manager I
II	Recreation Area Manager II or Historic Site Manager II
III	Recreation Area Manager III or Historic Site Manager III
IV	Historic Site Manager IV

- F. In the event that a site is downgraded due to the annual rating, the level of the manager will not be downgraded. A downgrade of the manager's position will not occur until such time that the position becomes vacant. At that time the manager level will be in accordance with the current rating level of the park.
- G. Site leveling evaluations will be made annually 30 days following the final visitation figures for the preceding fiscal year. The Appointing Authority, when made aware of changes at a site that could affect the site level, will have that site reevaluated.



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ASSISTANT SECRETARY