

APPROVED
AUG 09 2006

REPORT OF GENERAL MANAGER

NO. 06-227

DATE August 9, 2006

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10165 – SECTION 1E
(SUBSTITUTE POSITIONS)

J. Combs	_____	*H. Fujita	<u>[Signature]</u>
S. Huntley	_____	B. Jensen	_____
J. Kolb	_____	F. Mok	_____
K. Regan	_____	M. Shull	_____

Robert H. Jensen (for)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board act to amend Personnel Resolution No. 10165 effective immediately as follows:

Section 1E – Substitute Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
1	1429	Applications Programmer - Systems
1	9184-2	Management Analyst II - SMS
1	1368	Senior Clerk Typist - SMS

SUMMARY:

Staff has identified a need for one (1) position of Management Analyst II and one (1) position of Senior Clerk Typist in order to carry out implementation of the Supply Management System (SMS) and thereby address those findings of the Controller in her "Financial and Compliance Audit of the Department of Recreation and Parks" related to the Municipal Recreation Program (MRP) Fund. Using the SMS for MRP purchases represents an entirely new direction for the Department. These positions are needed due to the significantly increased workload involved in this process. The result will provide the Department with greater accountability.

In addition, staff has identified the need for one (1) position of Applications Programmer to maintain the Department's internet portal. Bringing the portal online will enable the Department to: 1) allow the accounts payable function to be handled through the internet portal; 2) meet the requirements of the audit; and 3) to be able to accept recreation registrations online.

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FISCAL IMPACT STATEMENT:

The annual cost of these substitute positions is \$178,087.00. Two (2) positions of Recreation Facility Director, Code 2434, and one (1) position of Gardener Caretaker, Code 3141, will be held vacant to generate an annual salary savings of \$153,677.00. Due to the high priority of funding these substitute positions, the Regional staff gave up these positions to assist with the funding. These positions will offset most of the cost of the substitute positions and the balance will come from salary savings from other vacant positions within the Department.

Staff of the City Administrative Officer has reviewed this Board Report.

Prepared by Harold Fujita, Director, Human Resources Division.