

REPORT OF GENERAL MANAGER

APPROVED
NOV 15 2006

NO. 06-342

DATE November 15, 2006

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10165 – SECTION 1A (REGULAR POSITIONS) AND SECTION 1G (SPECIAL FUNDED POSITIONS)

J. Combs _____
S. Huntley _____
J. Kolb _____
K. Regan _____

*H. Fujita df
B. Jensen _____
F. Mok _____
M. Shull _____

as amended

Robert H. Jensen (for)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

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

Section 1A – Regular Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1223-1	Accounting Clerk I	03
1	3863	Electrician	02
1	1966	Park Ranger	18
4	3443	Plumber	02

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	3686	Communications Electrician	02
1	1137-2	Data Control Assistant II	03
4	5853	Electric Pumping Plant Operator	09
1	3181	Security Officer	18

REPORT OF GENERAL MANAGER

PG. 2

NO. 06-342

Section 1G – Special Funded Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1517-1	Auditor I - Finance Division - MRP
1	1431-3	Programmer Analyst III - Systems - MRP

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1429	Applications Programmer - Systems - MRP

SUMMARY:

The recommended changes to Section 1A (Regular Positions) follow a review by staff that determined that the duties of the positions had changed sufficiently to warrant their reallocation to other classifications. The Personnel Department's Classification Division conducted an independent review, concurred with staff's determination, and recommended to the Civil Service Commission that the positions be reallocated. As a result, the Civil Service Commission reallocated the positions on November 9, 2006.

The recommended addition of an Auditor to Section 1G (Special Funded Positions) is needed to exercise more effective internal control over 400 facilities that collect revenue. At present, the current staffing of the Audit Section only allows for an average of fourteen audits to be conducted per year. As a result, the facilities collecting revenue are being audited only once every five years, instead of the Department's goal of once every three years. The addition of one Auditor will allow the Department to increase the number of audits and increase the ability to identify and resolve fiscal errors and irregularities.

The recommended addition of an ~~Applications~~ Programmer ^{Analyst} position and the deletion of a ~~Programmer Analyst~~ position will address recruitment and retention issues in the Systems Section.

FISCAL IMPACT STATEMENT:

The annual cost of the positions recommended for deletion in Section 1A is \$385,072, and the annual cost of the positions recommended for addition in Section 1A is \$455,426. The difference in cost will be paid through salary savings until the salary for the positions can be included in our regular budget.

REPORT OF GENERAL MANAGER

PG. 3

NO. 06-342

The changes being recommended for Section 1G (Special Funded Positions) will not affect the General Fund as the salaries for these positions will be paid from the Municipal Recreation Program (MRP) Fund.

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

Prepared by Harold Fujita, Director, Human Resources Division.