

REPORT OF GENERAL MANAGER

APPROVED
OCT 18 2006

NO. 06-311

DATE October 18, 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) AND SECTION 1G (SPECIAL FUNDED POSITIONS)

J. Combs	___	*H. Fujita	<u>DM</u>
S. Huntley	___	B. Jensen	___
J. Kolb	___	F. Mok	___
K. Regan	___	M. Shull	___

[Handwritten Signature]
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Withdrawn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	3127-1	Construction & Maintenance Supervisor I - West Region

Section 1G – Special Funded Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	2479-1	Golf Starter Supervisor I - Golf - Golf/Tennis Reservations

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1358	Clerk Typist - Golf - Golf Surcharge

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SUMMARY:

When the Department reorganized into five (5) regions, the West Region was the only region without a Construction & Maintenance Supervisor I position. This position is needed to provide the appropriate level of supervision over the West Region's Facility Repair Division of nearly two dozen (24) employees in various crafts/trades, as well as to provide every region with the same resource needed to ensure the consistent delivery of quality construction and maintenance services throughout the Department.

The Golf Manager has determined that a Golf Starter Supervisor I would be more effective in supervising the operation of the Golf Reservations Office as it has become increasingly apparent that the ability and knowledge needed to effectively monitor and enforce fiscal rules, policies, and procedures, as well as the ability and knowledge needed to interpret and enforce Golf Tournament Policy, is required. The Clerk Typist position is being deleted in Golf as it is no longer required.

FISCAL IMPACT STATEMENT:

The annual cost of a Construction & Maintenance Supervisor I position is \$84,481 and will be more than offset by holding both a Cement Finisher Worker position and a Maintenance & Construction Helper position vacant which will generate funding each year of \$92,534. Staff intends to request a higher paygrade once this position is established as all of the other Construction & Maintenance Supervisor positions within the Department are at the higher paygrade.

The annual cost of a Golf Starter Supervisor I position is \$47,451. Creating this position will not affect the General Fund as the Golf Starter Supervisor I position will be entirely funded from fees generated by Golf/Tennis Reservations.

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

Prepared by Harold Fujita, Director, Human Resources Division.