

**APPROVED**  
APR 15 2015  
BOARD OF RECREATION  
& PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 15-081

DATE April 15, 2015

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10411 – SECTION 1D (AS-NEEDED POSITIONS)

R. Adams \_\_\_\_\_ V. Israel \_\_\_\_\_  
R. Barajas [Signature] K. Regan \_\_\_\_\_  
\*H. Fujita [Signature] N. Williams \_\_\_\_\_

[Signature]  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10411 effective immediately as follows:

Section 1D – As-needed Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>
-	0178-1	Gang Reduction and Youth Development Worker I
-	0178-2	Gang Reduction and Youth Development Worker II
-	0178-3	Gang Reduction and Youth Development Worker III
-	0178-4	Gang Reduction and Youth Development Worker IV
-	0178-5	Gang Reduction and Youth Development Worker V
-	0178-6	Gang Reduction and Youth Development Worker VI

SUMMARY:

The Summer Night Lights Program (SNL) was developed and implemented by the Office of the Mayor, Gang Reduction and Youth Development Office. SNL extends operating hours and recreational programming at thirty-two (32) select Department of Recreation and Parks (RAP) recreation centers located in economically disadvantaged communities with high youth gang activity. For ten (10) weeks during the summer, SNL provides enhanced recreational programming for youths and families by keeping the select recreation centers open later and providing additional classes and sports activities.

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While RAP has supported SNL for several years, a non-profit has acted as “the fiscal agent” for the City and has been responsible for recruiting, screening, hiring, monitoring, supervising, and paying approximately 400-500 seasonal workers. The non-profit has declined to continue in that role and the Mayor’s Office has requested RAP to assume the fiscal agent responsibilities for SNL.

On February 12, 2015, the Board of Civil Service Commissioners established a new classification of Gang Reduction and Youth Development (GRYD) Worker, Code 0178, and exempted it from civil service pursuant to Charter Section 1001(d)(3). This new as-needed classification will be used exclusively by RAP to perform a variety of part-time duties in support of the SNL Program. The City Administrative Officer recommended that six (6) separate pay grades with flat rated salaries be created to differentiate the various levels of responsibilities and corresponding pay. A brief description of the duties for each of the different pay grades is attached. On April 8, 2015, an Ordinance (Ordinance No. 183499) was published to establish the following salaries for the pay grades pursuant to Council and Mayoral direction and approval (Council File No. 15-0335):

GRYD Worker I	\$12.28/hour
GRYD Worker II	\$13.28/hour
GRYD Worker III	\$15.00/hour
GRYD Worker IV	\$17.00/hour
GRYD Worker V	\$18.00/hour
GRYD Worker VI	\$22.00/hour

Upon approval of this Board Report, staff will begin the process of hiring nearly 500 new employees in the classification of GRYD Worker so that RAP can administer the SNL Program this summer. It is anticipated that two-third (2/3) of these employees will be hired at the lower pay grade for the class (i.e., GRYD Worker I).

This report has been reviewed by staff of the Office of the City Administrative Officer.

FISCAL IMPACT STATEMENT:

The Office of the Mayor is working with staff to effect the transfer of \$838,242.59 to RAP Fund 302, Department 88, Appropriation Account 1070 (Salaries As Needed), for the purpose of providing salary funding for GRYD Workers for the remainder of Fiscal Year 2014-15. Therefore, the employment of the GRYD Workers is not anticipated to have a fiscal impact on RAP. It is noted that salary funding needs to be provided each fiscal year in order for RAP to continue carrying out the fiscal agent responsibilities for SNL.

Prepared by Harold T. Fujita, Director, Human Resources Division.

## PAY GRADE DESCRIPTION

UNIT: 000  
CODE: 0178  
CLASS: GRYD WORKER

**GRYD WORKER I**

This is the entry level to this class. Incumbents engage community members and encourage program participation prior to and during programming. Conduct daily outreach to provide program information and promote program offerings in and around the surrounding community. Participate in events related to work readiness, professional development, and educational opportunities. Carry out the logistics of setting up, breaking down, and closing the SNL program nightly, as well as other program-related tasks as needed.

**GRYD WORKER II**

The GRYD Worker II works independently and collaboratively with the GRYD Worker I team and program partners to oversee aspects of SNL program service delivery at one (1) identified site. The GRYD Worker II develops and supervises nightly team assignments, collects and reports program activity information, monitor supplies and maintains adequate inventories, and assist with program implementation and outreach.

Candidates must have previous employment experience with Summer Night Lights as a GRYD Worker I.

**GRYD WORKER III**

The GRYD Worker III oversees all aspects of SNL program service delivery at one (1) identified site. The GRYD Worker III is responsible for implementation of programming, direct supervisions of those in the GRYD Worker I and GRYD Worker II positions, implementation of an outreach plan and program calendar, while overseeing administrative tasks.

Previous work experience with Summer Night Lights preferred. Bachelor's Degree in a related field with a minimum of one (1) year of experience in family, youth, or community based program implementation, or a minimum of 2 years of professional experience working with families, youth, community organizing, or program development, prior experience in a supervisory capacity preferred.

#### **GRYD WORKER IV**

Organizing and oversee one of the core program elements for all 32 SNL sites, i.e., Youth Squad job developer, Art Program Coordinator, and Sports Program Coordinator.

Previous work experience with SNL and/or completion of Bachelor's Degree in human services related field and/or a minimum of two years of professional work experience in a related position.

#### **GRYD WORKER V**

Works independently and collaboratively with GRYD Staff and program partners, with increased responsibility for staff supervision and site programming. Incumbents will focus on the following components: site budgets and contracted services, equipment purchases, work group development, program and outreach plan development, administrative support, participation in SNL hiring, trainings and meetings, point of contact on behalf of the Mayor's Office and implementing staff policies and procedures.

Previous work experience with SNL and/or completion of Bachelor's Degree in human services related field and/or a minimum of two years of professional work experience in a related position.

#### **GRYD WORKER VI**

Performs a variety of professional work for GRYD projects or a program such as planning and implementing the delivery of program services, performing client in-take, compiling data regarding the program, preparing reports, publicizing the program, and other duties associated with GRYD projects and programs. A GRYD Worker VI will monitor and coordinate programs or projects delivered by others in the GRYD Worker classification.

Previous work experience with SNL and/or completion of Bachelor's Degree in human services related field and/or a minimum of two years of professional work experience in a related position.