

REPORT OF GENERAL MANAGER

**APPROVED**  
FEB 18 2015  
BOARD OF RECREATION  
& PARK COMMISSIONERS

NO. 15-038

DATE February 18, 2015

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10411 – SECTION 1C (ONE-TIME POSITIONS) – SECTION 1E (SUBSTITUTE POSITIONS)

R. Adams  
R. Barajas  
\*H. Fujita



V. Israel  
K. Regan  
N. Williams



General Manager

Approved                     

Disapproved                     

Withdrawn                     

RECOMMENDATION:

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

Section 1C – One-time Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1513-2	Accountant II	01
2	9184-2	Management Analyst II	01
1	1539	Management Assistant	01
1	1368	Senior Clerk Typist	03

Section 1E – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>
1	3781	Air Conditioning Mechanic Supervisor – Citywide Maintenance
1	3145	Park Maintenance Supervisor – Contract Administration Section
1	9171-1	Senior Management Analyst I – Contract Administration Section

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### SUMMARY:

#### One-time Positions

On February 3, 2015, the City Council took action to adopt a plan to repair sidewalks adjacent to City facilities, including those adjacent to Department of Recreation and Parks (RAP) facilities (Council File 14-0163-S4). The Mayor approved this action on February 5, 2015. As part of this action, \$3,600,943 was provided RAP in funding and five (5) new positions (an Accountant II position, two Management Analyst II positions, a Management Assistant position, and a Senior Clerk Typist position) were established in resolution authority for the period February 1 through June 30, 2015, subject to allocation by the Personnel Department and pay grade determination by the City Administrative Office. (RAP uses the term “one-time positions” for such positions created by Council/Mayor action.) The funding provided will cover the cost of these positions through Fiscal Year 2015-16.

#### Substitute Positions

Staff has identified a need for a section that can handle and administer all aspects of landscaping services contracting at City-owned public buildings (non-RAP owned property) pursuant to Council/Mayor approved funding. Establishing one (1) Park Maintenance Supervisor position and one (1) Senior Management Analyst I position in substitute authority is needed to begin the process of developing a RAP Contract Administration Section to realize this goal. A primary responsibility of the Park Maintenance Supervisor position will involve supervising and inspecting the landscaping work that is performed. A primary responsibility of the Senior Management Analyst I position will involve acting as liaison to client departments and the contractors responsible for landscape maintenance.

At one time, RAP was authorized five (5) regular authority Construction and Maintenance Supervisor positions, one of which was assigned to supervise the work performed by RAP's six (6) Air Conditioning Mechanics. RAP lost a Construction and Maintenance Supervisor position in 2010 as a result of the Early Retirement Incentive Program, and a second Construction and Maintenance Supervisor position was cut from RAP's budget this fiscal year. Staff recommends that an Air Conditioning Mechanic Supervisor position be established in substitute authority to supervise the work of RAP's Air Conditioning Mechanics.

Several regular authority positions will be held vacant to cover the cost of these substitute authority positions (see Fiscal Impact Statement).

This report is being reviewed by staff of the Office of the City Administrative Officer.

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FISCAL IMPACT STATEMENT:

Funding for the remainder of this fiscal year for the five (5) Council/Mayor approved positions that will support the repair of sidewalks adjacent to RAP property was already approved. Therefore, establishing these five (5) positions will have no fiscal impact on RAP's General Fund.

The direct salary cost of funding the Air Conditioning Mechanic Supervisor position for the remaining three (3) months of this fiscal year should not exceed \$25,715. The direct salary cost of funding the Park Maintenance Supervisor position and Senior Management Analyst I position for the remaining three (3) months of this fiscal year should not exceed \$45,861. Holding a regular authority Truck Operator (Code 3583) position, two (2) regular authority Heavy Duty Truck Operator (Code 3584) positions, and a regular authority Electrician (Code 3863) position vacant will generate salary savings to fund the entire direct salary cost of the three (3) positions to be established in substitute authority.

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