

REPORT OF GENERAL MANAGER



NO. 15-058

DATE March 19, 2015

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10411 – 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Withdrawn \_\_\_\_\_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 1E – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>
1	1223-2	Accounting Clerk II – Finance
1	3127-2	Construction and Maintenance Supervisor II – Griffith Observatory
1	1539	Management Assistant – Human Resources
1	2434	Recreation Facility Director – CLASS Parks
1	1368	Senior Clerk Typist – Human Resources

SUMMARY:

The Summer Night Lights Program (SNL) was developed and implemented by the Office of the Mayor, Gang Reduction and Youth Development Office (GRYD). SNL extends operating hours and recreational programming at 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 center open later and providing additional classes and sports activities. While RAP has supported SNL for several years, a non-profit has acted as "the fiscal agent" for the City and been responsible for recruiting, screening, hiring, and paying approximately

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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.

While a request was included in RAP's proposed Fiscal Year 2015-16 budget to effect this transition, four (4) substitute authority positions (Accounting Clerk II, Senior Clerk Typist, Management Assistant, and Recreation Facility Director) are needed to carry out work in advance of the transition. A primary responsibility of the Senior Clerk Typist and Management Assistant positions, which will be assigned to the Human Resources Division, will be the "on boarding" of 400-500 part-time employees in a newly established classification (Gang Reduction and Youth Development Worker) and addressing the employee relations issues of that workforce. A primary responsibility of the Accounting Clerk II position, which will be assigned to the Finance Division's Payroll Section, will be ensuring that the newly hired part-time employees for SNL are paid timely and correctly. A primary responsibility of the Recreation Facility Director position will be to supervise the recreational programming component of SNL, assist in the selection of part-time employees hired for SNL, evaluate SNL activities and programming, establish systems for collecting SNL activity data from site staff, review and analyze SNL data, and contribute to or generate written reports regarding SNL program participation and programming.

Management has identified the need for a position to oversee all technical aspects of the maintenance, repair, development, and operations of Griffith Observatory. The primary responsibility of this position will be to plan, schedule, coordinate, organize, and direct the work of a variety of skilled trades and craft staff who ensure the physical plant is operational for the 1.2 million people who visit the Observatory each year. This includes the public operation 310 days each year of the most sophisticated planetarium theater in the world, the most looked-through telescopes in history, over 60 astronomical exhibits, and other unique and historic instruments. Staff believes the classification of Construction and Maintenance Supervisor is appropriate to carry out such duties. RAP is authorized an Observatory Technical Supervisor position in regular authority, and staff intends to ask the Personnel Department to recommend reallocating this position to a Construction and Maintenance Supervisor position. The Observatory's needs are immediate and a position of Construction and Maintenance Supervisor II needs to be established in substitute authority in the interim.

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

### FISCAL IMPACT STATEMENT:

If approved, it is anticipated that these positions would likely be filled no earlier than April.

The direct salary cost of funding the four (4) positions (Accounting Clerk II, Senior Clerk Typist, Management Assistant, and Recreation Facility Director) needed to assume fiscal agent

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responsibility for SNL should not exceed \$68,156 for the remaining three (3) months of this fiscal year. RAP expects to receive funding from the Office of the Mayor to support the filling of these four (4) positions. Therefore, filling these four (4) positions is not anticipated to have a fiscal impact on RAP.

The direct salary cost of funding the Construction and Maintenance Supervisor II position for the Griffith Observatory for the remaining three (3) months of the fiscal year should not exceed \$30,225. This substitute authority position will be largely funded with salary savings generated by holding the regular authority Observatory Technical Supervisor position vacant. The top, annual direct salary cost of an Observatory Technical Supervisor is about \$100,767, and the top, annual direct salary cost of a Construction and Maintenance Supervisor II is about \$121,167.

This report was prepared by Harold T. Fujita, Director, Human Resources Division.