

APPROVED

NOV 07 2018

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 18-225

DATE November 7, 2018

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10525 – SECTION 1E (SUBSTITUTE POSITIONS) AND SECTION 1H (OTHER SPECIAL FUNDED POSITIONS)

AP Diaz _____ V. Israel _____
R. Barajas _____ S. Piña-Cortez _____
*H. Fujita _____ N. Williams _____




General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATION

Amend Personnel Resolution No. 10525 effective immediately as follows:

Section 1E – Substitute Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
1	2423-3	Aquatic Facility Manager III – Aquatics

Section 1H – Other Special Funded Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1539	Management Assistant – Human Resources – MRP

SUMMARY

Management of the Emergency Management and Aquatics Division has identified the need for an Aquatic Facility Manager III that can be assigned to maintain, enhance and expand aquatic programs and services by administering the SwimLA, Junior Lifeguard, and Aquatic Team Sports (i.e., swim, water polo, artistic swimming, and diving teams) programs, as well as oversee the annual Lifeguard Recertification effort. In addition, management intends to task the Aquatic Facility Manager III with monitoring, reviewing, and analyzing the metrics of the SwimLA, Junior Lifeguard, and Aquatic Team Sports programs (to increase program enrollment and participation); improving aquatic marketing and community outreach; researching, developing, and implementing new and innovative aquatic programming to better serve the

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public; and ensuring compliance with federal, State, and local codes and regulations. As a result, staff is recommending the Board of Recreation and Park Commissioners (Board) establish a position of Aquatic Facility Manager III, Code 2423-2, in substitute authority. Should the Board act to establish this position, a position of Aquatic Director, Code 2419, will be held vacant to fund the direct cost of the substitute authority position.

The Human Resources Division is bringing online a Risk Management Information System (RMIS) to monitor, track, and evaluate legal claims and lawsuits arising from RAP facilities, programs, and services. A Management Assistant position is needed to ensure full utilization of a RMIS that will be delivered via a contract with Riskconnect, Inc. The position, if approved, will support RAP's risk management program by performing a variety of work, including querying the RMIS database, creating reports on claims and litigation from RMIS-generated information, and using the RMIS to track progress toward risk related performance objectives, identify emerging trends in risk exposure, and position RAP to be a more risk resilient organization. Staff is recommending the Board establish a position of Management Assistant, Code 1539, in special funded authority to carry out this vital work. Should the Board establish this position, the direct cost of the Management Assistant position can be paid for from the Municipal Recreation Program (MRP) Fund given the RMIS will mitigate risks associated with recreation programs, services, and events that generate income to the MRP Fund.

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

FISCAL IMPACT STATEMENT

The top annual salary of an Aquatic Facility Manager III is currently Eighty-Eight Thousand, Eight Hundred Sixty-Five Dollars and Twenty-Eight Cents (\$88,865.28). The top annual salary of an Aquatic Director is currently Ninety-Four Thousand, Five Hundred Two Dollars and Eighty-Eight Cents (\$94,502.88). Approval of this Board Report will not have a fiscal impact on the Department of Recreation and Parks' (RAP's) General Fund inasmuch as the salary of the regular authority position that will be held vacant exceeds the salary of the substitute authority position that management has requested be established.

The top annual salary of a Management Assistant is currently Seventy-Two Thousand, Nine Hundred Ninety-Six Dollars and Forty-Eight Cents (\$72,996.48). Approval of this Board Report will not have a fiscal impact on RAP's General Fund inasmuch as the direct salary of this special funded position will be paid from the MRP Fund.

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