

# APPROVED

SEP 05 2018

## BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 18-188

DATE September 5, 2018

C.D. All

### BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10525 – 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Withdrawn \_\_\_\_\_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 1H – Other Special Funded Positions

##### Add

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
3	1537	Project Coordinator – Finance – Measure A and Proposition 68
3	1538	Senior Project Coordinator – Finance – Measure A and Proposition 68

### SUMMARY

Management of the Finance Division has identified a need for a cadre of skilled staff that can perform a wide scope of work in support of Department of Recreation and Parks (RAP) park grant projects, including draft grant applications and transmittals; approve grant expenditures; monitor compliance with grant requirements; interpret and apply Federal, State, and local regulations applicable to grants and contracts; develop and administer budgets for grant projects; carry out community outreach and engagement activities related to grant projects (which is a new requirement for State and local grants); meet with community residents and leaders to solicit and obtain input on park grant projects; establish and maintain email lists of constituents, community groups, and parties interested in current and future projects; update the Los Angeles County Park Needs Assessment and Inventory; coordinate the preparation of community presentations and surveys in multiple languages covering 43 study areas throughout the City of Los Angeles; prepare reports for management on the acceptance and status of park grant projects; provide oral briefings and presentations on projects; prepare and submit reports to grantors; represent RAP management at grant coordination meetings attended by staff of the Office of the City Administrative Officer and the impacted Council Districts; secure and maintain relationships with grantors, co-grantees, and RAP Subject Matter Experts (SMEs); supply

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information in response to Federal, State, and City audits; and research additional funding opportunities for park development and programming.

Staff believes a team consisting of three (3) Project Coordinators and three (3) Senior Project Coordinators will be capable of carrying out this work. The RAP park grant projects and the salaries of the requested administrative support positions will be paid for from Measure A and Proposition 68 funding. Should the Board approve this request, staff of the Human Resources Division intends to ask the positions be exempted from civil service per Charter § 1001(d)(4).

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

### FISCAL IMPACT STATEMENT

The top annual salary of a Project Coordinator is currently Ninety-Six Thousand and Forty-Eight Dollars (\$96,048.00). The top annual salary of a Senior Project Coordinator is currently One Hundred Fourteen Thousand, Eight Dollars and Thirty-Two Cents (\$114,008.32). Approval of this Board Report will not have a fiscal impact on RAP's General Fund given the salary of the proposed positions will be paid from a special funding source.

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