

APPROVED

JAN 16 2020

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

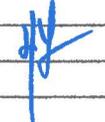
NO. 20-004

DATE January 16, 2020

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10547 – SECTION 1D
(SUBSTITUTE POSITIONS) AND SECTION 1E (IN-LIEU POSITIONS)

AP Diaz		S. Piña-Cortez	_____
*H. Fujita	_____	C. Santo Domingo	_____
V. Israel	_____	N. Williams	_____



General Manager

Approved X Disapproved _____ Withdrawn _____

RECOMMENDATION

Amend Personnel Resolution No. 10547 effective immediately as follows:

Section 1D – Substitute Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
1	3346	Carpenter Supervisor – Construction
1	3799	Electrical Craft Helper – Construction
1	3865	Electrician Supervisor – Construction
1	3423	Painter – Construction
1	3426	Painter Supervisor – Construction
1	3478	Roofer Supervisor – Construction
1	3864	Senior Electrician – Construction
1	2422	Senior Park Services Attendant – Cabrillo Aquarium
1	9167-T	Senior Personnel Analyst II – Human Resources
1	3444	Senior Plumber – Construction
1	3796	Welder – Construction

Section 1E – In-Lieu Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
9	3150	Assistant Tree Surgeon – Forestry
7	3108	Maintenance Assistant – Construction

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Section 1E – In-Lieu Positions (continued)

Add

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
7	3113-M	Vocational Worker Maintenance Laborer – Construction
9	3113-T	Vocational Worker Tree Surgeon Assistant – Forestry

SUMMARY

The Department of Recreation and Parks (RAP) staff recommends the Board of Recreation and Park Commissioners (Board) establish a substitute position in each of the following classifications: Carpenter Supervisor, Code 3346; Electrical Craft Helper, Code 3799; Electrician Supervisor, Code 3865; Painter, Code 3423; Painter Supervisor, Code 3426; Roofer Supervisor, Code 3478; Senior Electrician, Code 3864; Senior Park Services Attendant, Code 2422; Senior Personnel Analyst II, Code 9167-T; Senior Plumber, Code 3444; and Welder, Code 3796. RAP staff also recommends the Board establish nine (9) in-lieu positions of Assistant Tree Surgeon, Code 3150; seven (7) in-lieu positions of Maintenance Assistant, Code 3108; seven (7) in-lieu positions of Vocational Worker Maintenance Laborer, Code 3113-M; and nine (9) in-lieu positions of Vocational Worker Tree Surgeon Assistant, Code 3113-T.

Management of the Planning, Construction and Maintenance (PCM) Branch is realigning RAP's construction workforce and has requested the nine (9) referenced substitute positions be established for construction operations.

RAP is currently budgeted one (1) position of Principal Park Services Attendant, Code 2424, and one (1) position of Park Services Attendant II, Code 2412-2, at the Cabrillo Marine Aquarium. Management of the Cabrillo Marine Aquarium has requested a substitute position of Senior Park Services Attendant, Code 2422, be established to meet operational needs.

A decade ago, RAP was budgeted two (2) Senior Personnel Analyst II positions and five (5) Senior Personnel Analyst I positions. RAP lost a budgeted Senior Personnel Analyst II position in 2010 as a result of the Early Retirement Incentive Program. Today, RAP is budgeted six (6) Senior Personnel Analyst I positions and has one (1) Senior Personnel Analyst II position to supervise them. Management of the Human Resources Division has requested a second Senior Personnel Analyst II position be established to provide the level of supervision needed.

RAP has been an active participant in the Mayor and City's Targeted Local Hire Program (TLHP) since 2017 and hired local residents from under-served communities into the "targeted civil service classifications" of Gardener Caretaker, Code 3141, and Administrative Clerk, Code 1358. Management wishes to expand participation in TLHP by adding Maintenance Laborer, Code 3112, and Tree Surgeon Assistant, Code 3151, to the civil service classifications being targeted by RAP. This is consistent with the goals set forth in RAP's *Equitable Workforce and Service Restoration Plan* that was first released in September 2016. If approved:

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Candidates hired as Vocational Worker Tree Surgeon Assistants will serve a six (6) month on-the-job training and assessment period. The Vocational Worker Tree Surgeon Assistants who successfully complete this on-the-job training and assessment period will be considered for appointment as Assistant Tree Surgeons. Those appointed as Assistant Tree Surgeons will serve a six (6) month probationary period that will be the working test period during which they must demonstrate job fitness by performing the duties and responsibilities of the targeted civil service classification (Tree Surgeon Assistant). Upon completing probation as Assistant Tree Surgeons, staff will request the successful employees be appointed as Tree Surgeon Assistants pursuant to *City of Los Angeles Charter § 1014* which allows for the reassignment of an employee to another classification without examination once an employee has completed a probationary period.

Candidates hired as Vocational Worker Maintenance Laborers will serve a six (6) month on-the-job training and assessment period. The Vocational Worker Maintenance Laborers who successfully complete this on-the-job training and assessment period will be considered for appointment as Maintenance Assistants. Those appointed as Maintenance Assistants will serve a six (6) month probationary period that will be the working test period during which they must demonstrate job fitness by performing the duties and responsibilities of the targeted civil service classification (Maintenance Laborer). Upon completing probation as Maintenance Assistants, staff will request the successful employees be appointed as Maintenance Laborers pursuant to *City of Los Angeles Charter § 1014*.

This report was reviewed by the Office of the City Administrative Officer.

FISCAL IMPACT

The top annual salary of a Carpenter Supervisor is One Hundred Fourteen Thousand, Seven Hundred Fourteen Dollars and Seventy-Two Cents (\$114,714.72). The top annual salary of an Electrical Craft Helper is Sixty-Five Thousand, Five Hundred Forty-Two Dollars and Thirty-Two Cents (\$65,542.32). The top annual salary of an Electrician Supervisor is One Hundred Ten Thousand, Three Hundred Seventy-One Dollars and Sixty-Eight Cents (\$110,371.68). The top annual salary of a Painter is Eighty-Five Thousand, One Hundred Twenty-Seven Dollars and Seventy-Six Cents (\$85,127.76). The top annual salary cost of a Painter Supervisor is Ninety-Seven Thousand, Eight Hundred Sixty-Four Dollars and Fifty-Six Cents (\$97,864.56). The top annual salary of a Senior Electrician is One Hundred Five Thousand and Four Hundred Forty-Four Dollars (\$105,444.00). The top annual salary of a Senior Plumber is Ninety-Seven Thousand, Six Hundred Thirty-Four Dollars and Eighty-Eight Cents (\$97,634.88). The top annual salary of a Roofer Supervisor is Ninety-One Thousand, Two Hundred Eighty-Seven Dollars and Thirty-Six Cents (\$91,287.36). The top annual salary of a Welder is Ninety-Six Thousand, Sixty-Eight Dollars and Eighty-Eight Cents (\$96,068.88).

The PCM Branch will offset the impact on RAP's General Fund of establishing the above nine (9) positions in substitute authority by keeping three (3) regular positions of Heavy Duty Truck Operator, Code 3584; three (3) regular positions of Maintenance and Construction Helper, Code 3115; one (1) regular position of Sandblast Operator, Code 3118; one (1) regular position of

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Plumber, Code 3443; and one (1) regular position of Cement Finisher Worker, Code 3351, vacant. The top annual salary of a Heavy Duty Truck Operator is Seventy Thousand, Four Hundred Ninety Dollars and Eighty-Eight Cents (\$70,490.88). The top annual salary of a Maintenance and Construction Helper is Fifty-Nine Thousand, Six Hundred Ninety-Five Dollars and Ninety-Two Cents (\$59,695.92). The top annual salary of a Sandblast Operator is Sixty-Six Thousand and Eight Hundred Sixteen Dollars (\$66,816.00). The top annual salary of a Plumber is Ninety-Seven Thousand, One Hundred Ninety-Six Dollars and Forty Cents (\$97,196.40). The top annual salary of a Cement Finisher Worker is Seventy Thousand, One Hundred Fifteen and Four Cents (\$70,115.04).

The Cabrillo Marine Aquarium will offset the impact on RAP's General Fund of establishing the Senior Park Services Attendant in substitute authority by keeping a regular position of Administrative Clerk, Code 1358, vacant. The top annual salary of a Senior Park Services Attendant is Seventy-One Thousand, Seven Hundred Forty-Three Dollars and Sixty-Eight Cents (\$71,743.68). The top annual salary of an Administrative Clerk is Fifty-Six Thousand, Five Hundred Forty-Three Dollars and Four Cents (\$56,543.04).

The Human Resources Division will offset the impact on RAP's General Fund of establishing the Senior Personnel Analyst II position in substitute authority by keeping a regular position of Senior Personnel Analyst I, Code 9167-O, vacant. The top annual salary of a Senior Personnel Analyst II is One Hundred Sixty Thousand, Seven Hundred Seventy-Six Dollars (\$160,776.00). The top annual salary of a Senior Personnel Analyst I is One Hundred Twenty-Nine Thousand, Eight Hundred Fifty-Two Dollars and Seventy-Two Cents (\$129,852.72).

There will be no impact on RAP's General Fund of establishing the in-lieu positions since up to nine (9) regular authority Tree Surgeon Assistant positions and up to seven (7) regular authority Maintenance Laborer positions will be held vacant to cover the direct cost of hiring a correspondent number of individuals through TLHP.

STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report will have no impact on RAP's Strategic Plan as there will be no net increase in the number of full-time regular authority positions:

Goal No. 7: "Maintain a Diverse and Dynamic Workforce"

Outcome No. 2: development and retention of a workforce that meets the park system's public service and management needs

Key Metric: number of full-time regular authority positions

Target: 1,720 by 2022

Result: the current number of full-time regular authority positions (1,537) will not change

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